Hostos
Community College

CUNYFirst
Manager Self Service
Training Binder

July 2013 Edition

Section:

Section 1

C
U
N
Y
Fully
Integrated
Resources &
Services Tool

CUNYfirst's TOP TEN

1. Streamline on-line course registration across the university

2. Pay adjuncts, freelancers and contract workers faster

3. Enable students, faculty, staff to view their records on-line

4. Allow on-line applications for University employment

5. Speed up rehiring of adjuncts via on-line applications

6. Create on-line request for financial aid

7. Provide more flexibility in all interactive processes

8. Reduce by half new employee processing time

9. Redeploy staff for most efficient use

10. Standardize administrative terminology throughout CUNY

CUNYfirst is

CUNYfirst stands for "Fully Integrated Resources and Services Tool." These new processes are streamlining and standardizing how everyday things are done throughout the University, from registering for classes to paying our bills. New applications are being implemented in phases to replace aging legacy systems. The entire project will establish CUNY processes well into the future.

Integration

- Featuring an interconnected University-wide system that effectively ties into and manages students' education and records; faculty/staff employment and benefits information; and all College business operations.

Industry Best Practices

- Putting into place systems and procedures that comply with CUNY's common goal of providing the best customer service to students, faculty, staff, and community.

Standardization without loss of identity

- Implementing common processes that can be accepted across the University, while allowing campuses to continue their unique missions.

Self-Service

- Making available modern systems and processes that allow each user more control and flexibility.

Accurate and timely information to better serve students, faculty, and staff

- Accessing information when we need it so we can perform our work on our timetable.

Replacement of aging computer systems

- Retiring systems that are have reached their capacity and replacing them with modern educational and business systems.

Who is impacted by CUNYfirst?

Everyone from the students, to the faculty and staff have been positively affected by CUNYfirst, and everything from Student Administration to Human Resources and Finance Information has been upgraded. Our students' records will connect to the systems that run our businesses, as well as to the systems that keep personnel records of our faculty and staff. CUNYfirst helps the University meet its goal of providing the best customer service to our students, faculty, staff, and community.

Section 2

SAMPLE

MANAGER:

EMPLOYEE	EMPLOYEE ID	JOB CODE	JOB DESCRIPTION	POSITION#
		301017	Admin Non-Teaching Adjunct 5	00149262
		500050	College Assistant H	00105275
		500067	CUNY Admin Asst 2	00134615
		400647	HR Mgr	00117032
		400629	HR Specl	00142932
		500126	IT Associate 3	00102195

MANAGER:

EMPLOYEE	EMPLOYEE ID	JOB CODE	JOB DESCRIPTION	POSITION#
		500070	CUNY Office Asst 3	00134583
		500140	IT Support Assistant	00135212

MANAGER:

EMPLOYEE	EMPLOYEE ID	JOB CODE	JOB DESCRIPTION	POSITION#
		500050	College Assistant H	00149421
		500068	CUNY Office Asst 1	00150128
		500069	CUNY Office Asst 2	00135077
		500069	CUNY Office Asst 2	00127759
		500072	CUNY Office Asst 4	00124106
		500072	CUNY Office Asst 4	00134956

MANAGER:

PRINTED ON 9/28/2009

DEPARTMENT:
DEPARTMENT CODE:

DEPARTMENT HEAD:
HIRING MANAGER:
DEPARTMENT DESIGNEE:

EMPLOYEE	EMPLOYEE ID	JOB CODE	JOB DESCRIPTION	POSITION#
		500050	College Assistant H	00139015
		500050	College Assistant H	00148234
		500069	CUNY Office Asst 2	00135299

Section 3

Identity Management System (IMS)

CUNYfirst
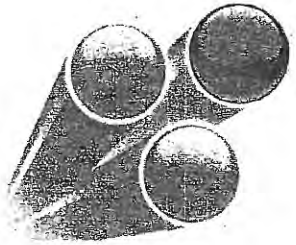
Fully Integrated Resources & Services Tool

Identity Management System (IMS)

❖ Activate An Account

❖ Log on Into the CUNYfirst Portal

❖ Change a Password

❖ Reset a Forgotten Password

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●●● Serving our Students, Faculty & Staff

Getting Started

❖ Activating an Account
  ❖ 1st time CUNYfirst Portal User
  ❖ Fill out the online Account Activation form
  ❖ Choose five challenge questions and answers
  ❖ Select a password
  ❖ Receive your Username and Employee ID

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❖❖❖ Serving our Students, Faculty & Staff

❖ To begin account activation, go to: https://home.cunyfirst.cuny.edu

CU
NY
The City University of New York

Login

CUNYfirst is the City University of New York's fully integrated resources and services tool, using the late and staff.

Signing on to **CUNYfirst** - from anywhere, anytime - will allow students to manage their a accounts in real time and more, give faculty additional tools to enhance their interaction to powerful processes that connect with the finance, student administration and human r operating the nation's largest urban university.

Username: |

Password: ⬤

Forgot your password?

Click on "First time Users"

Change Password

First time users

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Account Activation Form

Account Activation

Please provide the required information in the following fields to activate your CUNY account.

First Name*: [   ]

Last Name*: [   ]

D.O.B. (mm/dd/yyyy)*: [   ]

SS# (last 4 digits)*: [   ]

[OK]

*Denotes required field

Challenge Questions and Answers

Challenge Questions And Answers

Please select a question from each of the drop down menus below, and provid the answers of your choice to be used in the future for password resets

Question 1*: `--- Please Select ---`

Answer*: [   ]

Question 2*: `--- Please Select ---`

Answer*: [   ]

Question 3*: `--- Please Select ---`

Answer*: [   ]

Question 4*: `--- Please Select ---`

Answer*: [   ]

Question.5*: `--- Please Select ---`

Answer*: [   ]

[OK]

*Denotes required field

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Choose a Password

❖ **Key Fields - Required**

  ❖ Password

  ❖ Confirm Password

❖ **Password requirements**

  ❖ At least 8 characters long

  ❖ At least 1 uppercase letters AND
     At least one numeric OR one special character

  ❖ Expire 90 days after the last password change

  ❖ Change reminder email sent at 85 days

  ❖ Not one of 4 previous passwords

  ❖ Cannot be changed for 5 days after the last password change

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Choose a Password

Choose a Password

Choose a password below. For password policy details, please click here

Password*: [ ]

Confirm Password*: [ ]

[OK]

*Denotes required field

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Confirmation Page

❖ Key Fields - Confirmation Page

  ❖ Username

  ❖ EMPLID (Employee ID)

User Activation Completed Succesfully!	
Your username is:	Matt.Fox81
Your EMPLID is:	00256481

❖ Print this page!

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CUNYfirst Portal Login Page

❖ **Log into the CUNYfirst Portal**
  ❖ Enter the Username and Password

❖ **Forgot Your Password ?**
  ❖ Enter the Username or Employee ID
  ❖ Enter the answers to three challenge questions
  ❖ Enter the new password twice

❖ **Change Password**
  ❖ Navigate to the CUNYfirst Portal Login page
  ❖ Enter the Username or Employee ID
  ❖ Enter the old password
  ❖ Enter the new password twice

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Logging into the CUNYfirst Portal

CU NY — The City University of New York

identity MANAGEMENT — Welcome!

Login

Welcome!

CUNYfirst is the City University of New York's fully integrated resources and services tool, using the latest technology to serve our students, faculty and staff.

Signing on to **CUNYfirst** - from anywhere, anytime - will allow students to manage their academic careers and financial accounts in real time and more, give faculty additional tools to enhance their interaction with students, and give staff access to powerful processes that connect with the finance, student administration and human resources functions necessary to operating the nation's largest urban university.

Username:

Password:

Forgot your password?

Change Password

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Forgot Your Password?

❖ Navigate to CUNYfirst Portal Login Page
❖ Click on the **Forgot Your Password?** link
❖ Enter the Username or Empl ID (Employee ID)

Forgot Password

Please provide the required information in the following fields to change your password.

User ID: [＿＿＿＿＿]

OR

Empl ID: [＿＿＿＿＿]

[OK]

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Forgot Your Password?

- ❖ Key Fields – Required
  - ❖ Answer to Challenge Questions

Choose New Password
Choose a new password below. For password policy details please click here
Password*:
Confirm Password*:
OK
*Denotes required field

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Confirmation Page

❖ Key Fields - Confirmation Page

   ❖ Username

   ❖ EMPLID (Employee ID)

Password reset succeeded	
Your usemame is:	Matt.Fox81
Your EMPLID is:	00256481

Change Password

❖ **Navigate to the CUNYfirst Portal Login page**

❖ **Click on the Change Password link**

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Change Password

Password Reset

Please provide the required information in the following fields o reset your password. For password policy detail, please click here

User ID: [＿＿＿＿＿＿＿＿]

OR

Empl ID: [＿＿＿＿＿＿＿＿]

Old Password*: [＿＿＿＿＿＿＿＿]

Password*: [＿＿＿＿＿＿＿＿]

Confirm Password*: [＿＿＿＿＿＿＿＿]

[OK]

*Denotes required field

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Confirmation Page

❖ Key Fields - Confirmation Page

    ❖ Username

    ❖ EMPLID (Employee ID)

> ## Password reset succeeded
>
>   Your username is: Matt.Fox81
>
>   Your EMPLID is: 00256481

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Section 4

PROCESS WORKFLOW FOR NEW HIRE AND RE-HIRE

New Hire:

1. Contact the Recruiting Assistant for position number to use before submitting position request via CUNYfirst MSS. Position request should be submitted at least two weeks in advance of the anticipate start date. The HR will review and process the request – Budget is the next approver.
2. If the hiring involves recruitment processes in TAM (e.g. job posting), the Recruiting Assistant will be reaching out to you to complete these processes.
3. If the hiring as mentioned in the previous step does not involve job posting (e.g. college assistant position) and you have received notification of approved position request, send the chosen candidate to HR to pick up the employment package.
4. Instruct the chosen candidate to return completed employment package to HR as early as possible. HR staff at front desk will review for the package and verify any required documentations for compliance with state and federal regulations (e.g. I-9). The package is then forwarded to the HR Processor.
5. When the candidate information is processed in CUNYFirst, a system generated e-mail will be sent to you, the reporting manager, to claim the new email account for your new employee. Your new employee can pick up the Hostos ID card on the following business day at the Public Safety ID room (BC-42A).

Effective 7/1/13, you are no longer required to submit pars for full time actions but pars for part time or hourly actions remain in effect. PAR users will be notified by system to submt pars for approval.

Re-Hire/Appointment:

1. Check the department profile report (available online at HR homepage under *Related Links* section) for vacant position number for the appointing title or contact Recruiting Assistant.
2. Submit position request via CUNYFirst MSS. Follow steps 2-5 from the New Hire process above. Completion of the employment package and re-fingerprinting are required only if the employee has separated for over one year. The employee's email account will be re-activated but Hostos ID card may have to be re-issued.
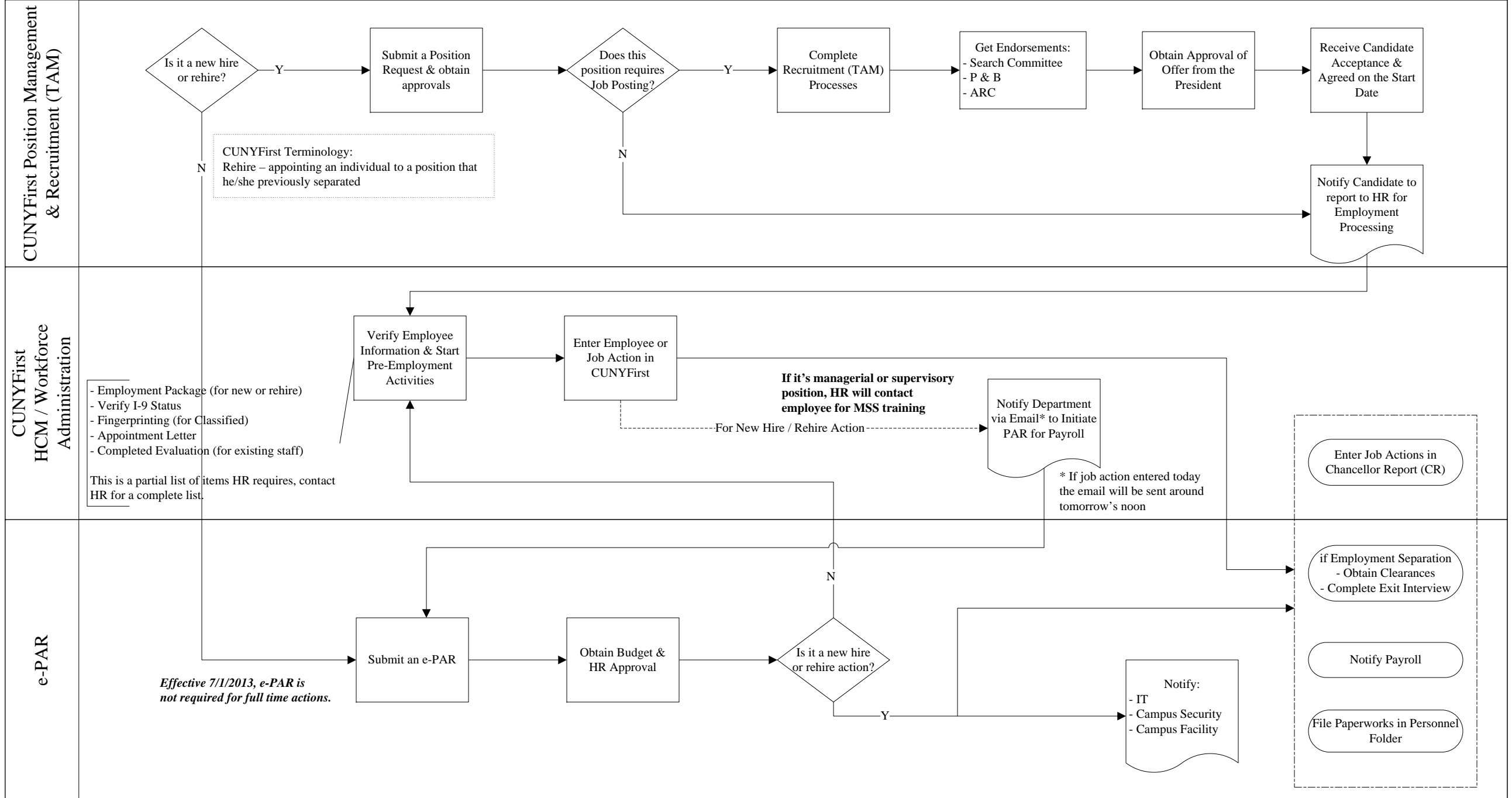
Only pars for part time or hourly actions are required. PAR users can obtain the employee ID from previous pars or contact HR for assistance.

For College Assistants Appointment/Re-appointment:

- If the requested salary rate is higher than the minimum rate for College Assistants, submit the job description to the Recruiting Assistant or the HR Director.
- Once PAR is approved, send college assistant to HR to pick up the new work schedule and the appointment letter.
- By May of every year, an evaluation must be submitted to HR indicating whether college assistant will be re-hired or terminated.
- Submit PAR indicating appointment for next fiscal year to avoid college assistant(s) being terminated.
- Re/appointment is contingent upon statisfactory evaluation and proper work authorization.
- The college assisatnt(s) can only start working if **all** of the items mentioned above have been completed.

CUNYFirst – PAR: Job Action Processing Workflow

CUNYFirst Position Management & Recruitment (TAM)

Is it a new hire or rehire? — Y →

Submit a Position Request & obtain approvals →

Does this position requires Job Posting? — Y →

Complete Recruitment (TAM) Processes →

Get Endorsements:
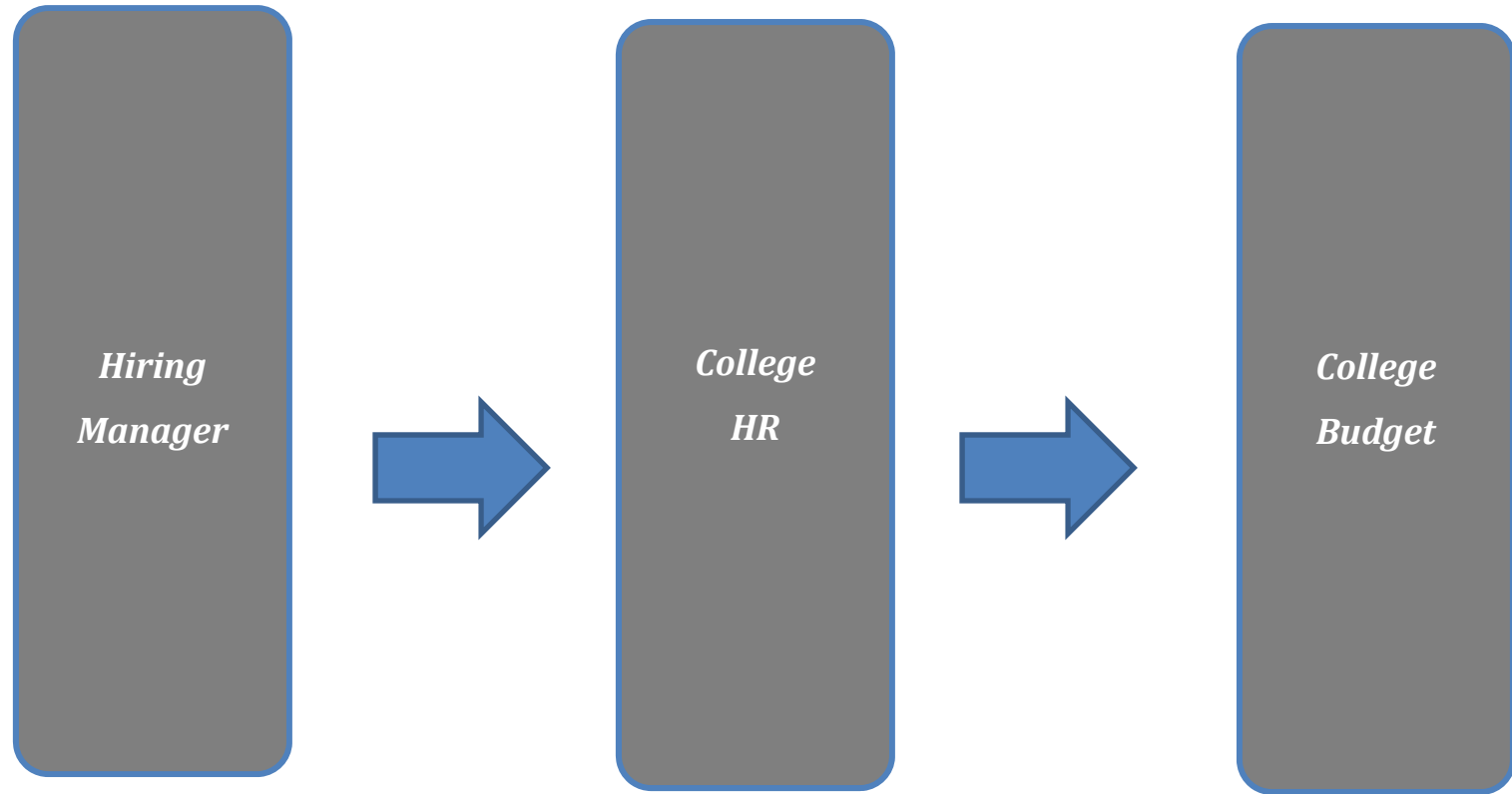- Search Committee
- P & B
- ARC →

Obtain Approval of Offer from the President →

Receive Candidate Acceptance & Agreed on the Start Date

CUNYFirst Terminology:
Rehire – appointing an individual to a position that he/she previously separated

Notify Candidate to report to HR for Employment Processing

CUNYFirst HCM / Workforce Administration

Verify Employee Information & Start Pre-Employment Activities →

Enter Employee or Job Action in CUNYFirst

If it's managerial or supervisory position, HR will contact employee for MSS training

- - - For New Hire / Rehire Action - - - →

Notify Department via Email* to Initiate PAR for Payroll

* If job action entered today the email will be sent around tomorrow's noon

- Employment Package (for new or rehire)
- Verify I-9 Status
- Fingerprinting (for Classified)
- Appointment Letter
- Completed Evaluation (for existing staff)

This is a partial list of items HR requires, contact HR for a complete list.

Enter Job Actions in Chancellor Report (CR)

e-PAR

Effective 7/1/2013, e-PAR is not required for full time actions.

Submit an e-PAR →

Obtain Budget & HR Approval →

Is it a new hire or rehire action? — Y →

Notify:
- IT
- Campus Security
- Campus Facility

if Employment Separation
- Obtain Clearances
- Complete Exit Interview

Notify Payroll

File Paperworks in Personnel Folder

Hostos Community College

Position Management & TAM, Process Flow for Hiring Manager

Hiring Manager Role

Push Back for Correction & Resubmit

Request for New/ Change Position → Submit for Approvals → Is Request Approved? → N → Push Back or Denied → Denied → Position Request is Dead

Must obtain approvals from HR and Budget Offices

Y

Recruiter Role

Create Job Opening in TAM → Perform TAM Activities → Submit Through Approval Chain → Job Opening Is Posted

Perform in Consultation with Hiring Manager:
- Clone Job Opening
- Enter Job Qual.
- Add Screening Levels
- Add Job Posting Details
- Add Hiring Team

Requesting a Position – Approval Process Workflow

Hiring Manager	→	College HR	→	College Budget

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Job Offer Approval

CDO → Recruiter → Campus Budget → Hiring Manager → President or Designee

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- Recruiter prepares and submits the job offer
- Job offer approval process begins

Roles responsible for reviewing the job offer and deciding to action:
CDO (required)
- Must be added as ad-hoc approver
- Can approve or deny offer

Recruiter (required)
- Reviews job offer components
- Can approve, deny or push back job offer based on the details listed in the job opening

Campus Budget (required)
- Reviews job offer components
- Can approve, deny or push back job offer based on the details listed in the job opening (specifically looking at the budget components)

Department Head (required)
- Reviews job offer components
- Can approve, deny or push back offer

Campus President or Designee (required)
- Final approver of this job offer
- Can approve, deny or push back offer

Job Opening Approval
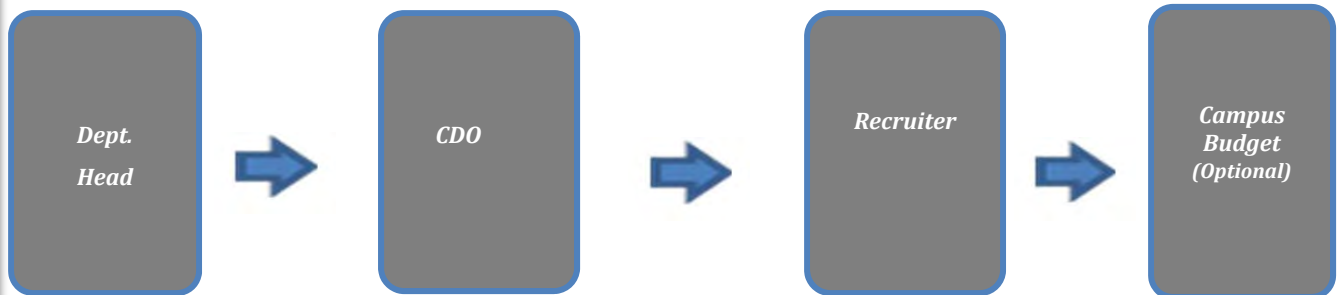
Job Opening Approval process
-pre-set order in the system

Department Head
- Reports to manager of the requester of the Job Opening
- Reviews information in job opening
- Acts on job opening: approve or deny (cannot pushback)

CDO
- Reviews the job opening details
- Acts on job opening: approve, deny or pushback

Recruiter
- Reviews the job opening details
- Acts on job opening: approve, deny or pushback
- May be the last party to review job opening

Campus Budget (required)
- Reviews the job opening details
- Acts on job opening: approve, deny or pushback
- May be the last party to review job opening

Section 5

CUNYfirst Code	Title Series Name	Comments		
ACAFF	Academic Affairs and Programs	General academic affairs administration; administration of academic programs, academic centers, and research programs.		
ACSUPT	Academic Support Services	Academic counselors, academic resource centers, and related student academic support.		
ADMIN	Administration	Department and divisional administrators and general managers, assistants to Chairpersons and Executives, and executive secretarial staff.		
ADMISS	Admissions and Recruiting	Recruiting and admissions personnel.		
CAMPSC	Campus Security	Security and Public Safety positions.		
COMMPA	Communications and Public Affairs	Communications, marketing, public relations, publications, and college relations functions.		
CONTEX	Continuing Education and External Progs	Continuing Education and other external programs, such as professional development programs		
DESCON	Design and Construction	Building Design, Construction, Project Management positions		
DEVELP	Development and Advancement	Development, fund-raising, alumni affairs and related functions.		
ENROLL	Enrollment Services	Enrollment services including one-stop centers, bursar, registrar functions.		
FACILM	Facilities Management and Maintenance	Facilities management, property management, custodial, and trades positions.		
FACU	Faculty and Instructional	Teaching Faculty positions. Librarians and Counselors are excluded.		
FINACC	Finance and Accounting	Finance, accounting, budget, and procurement functions.		
FINAID	Financial Aid	Positions supporting student financial assistance.		
GENEXC	General Executive	Senior executive titles that cannot be assigned to other job families.		
HUMRES	Human Resources-Employee Svcs	Administration of human resources; labor relations, affirmative action, and compliance programs for employees.		
INFTCH	Information Technology	Information technology positions.		
INSTRH	Institutional Research	Institutional research analysts and managers.		
LEGALC	Legal Affairs and Compliance	Positions providing legal and paralegal services.		
LIBRAR	Library	Librarian and library administration positions.		
NONCOL	Non-Collegiate Faculty	Instructors in continuing education, Hunter College campus schools, and similar programs		
RESCH	Research	Support staff for research programs.		
STUAFF	Student Affairs	Student affairs, activities, and centers such as child care, wellness, disability services.		
STUATH	Student Athletics Programs	Administrators and staff of athletics programs.		
STUCAR	Student Career Services	Services for students' external employment and career planning.		
THARTS	Theatres Arts and Museums	Administrators of art galleries, museums, performing arts centers, and theatres.		

Section 6

COMPENSATION AND CLASSIFICATION REFERENCE

Job Codes: Naming Conventions and Common Abbreviations
(upd Apr 09)

Purpose: To document naming conventions related to the CUNYfirst Job Code Table. **This document defines standards for Job Title only.** The standards were originally developed in July 2008 and through input from a number of groups, reflect subsequent changes.

Background:

- There are different "Titles" in CUNYFirst

  o Job Title: name assigned to an employee position in CUNYFirst. It has a six digit code. It most closely resembles the CUPS "Functional Title". It is assigned various other attributes, such as EEO category, IPEDs category, Union Code, etc.

  o Contract Title: has also been called the "Payroll Title" (such as Assistant to HEO). Unlike CUPS, each job title can have only one contract title.

  o Posting Title: the name of a job in a job vacancy posting, used to describe the job but also to entice candidates. It does not have to be the same as the Job Title.

  o Business Card Title: the employee's title reflecting campus standards and HR practices, such as "Associate Director". It does not have to be the same as the Job Title.

- CUNYFirst creates constraints

  o 30-character maximum for a job title name; titles are abbreviated according to standards in this document; Classification Unit will make a file available in the Data Warehouse with complete title names for reporting.

  o One shared set of titles for all schools, and at the Job Title Table level, the titles must have common naming conventions.

  o Each job position is assigned one Job Title.

- Title naming standards must balance a number of priorities

  o Must be simple to locate in queries and long drop-down menus, with minimal training and special exceptions to remember (i.e., reduce number of titles, use consistent title names and abbreviations, use consistent word order)

  o Must be clear and consistent enough to distinguish titles from one another and prevent selecting the wrong title for the job requirement

  o Titles reserved to a single campus (such as Law School) must be very clearly indicated, as all campuses will technically have access to them

  o Titles must be sufficiently generic so that they accommodate a variety of campus working styles and HR practices (i.e., an "Associate Director" at one school is a "Deputy Director" at another and a "Coordinator" at a third, yet they have similar job functions). At the Job Title Table level, title names do not reflect the numerous methods of determining ranking or hierarchy.

- As of this update, there are approximately 1,100 Job Titles in the CUNYFirst system, including faculty, classified civil service, executive, and non-teaching instructional positions. Approximately 350 Job Titles are assigned to HEO positions and 300 titles are assigned to Executives.

Naming Conventions

Title Names: titles which are not sub-divided into job function

Classified Civil Service Titles	Faculty, Laboratory, and Related Titles
There is a separate job code for each level of a title: Accountant 1 Accountant 1A Accountant 2 IT Associate 1 IT Associate 1H (Hourly) Title names are identical to official Civil Service names except word order is adjusted so titles in the same promotional series appear together. Accountant Assistant Accountant Architect Assistant Architect Plumber Plumber Supervisor For titles which previously had the suffix (CUNY), this suffix is removed. For titles which previously had the prefix (CUNY) or (COLLEGE), this prefix is removed. Only titles reserved for Central Office have a title name starting with UNIV. This is a change from current practice. For example: Univ Security Director	There is a separate job code for each level of a title, and for full time and hourly positions. Professor Adjunct Professor Graduate Assistant 1 Graduate Assistant 2 Graduate Assistant 3 Title names are nearly always identical to bylaw title names. Title abbreviations have been adjusted to be consistent. Titles reserved for Hunter College Campus Schools, Medical School, and Law School, are identified with a separate prefix. For example: HCCS Teacher

Title Names: titles which include job function (generally HEO, REM, and ECP titles).

HEO titles	ECP titles (Also some Central Office HE Officer Titles)
Job Family + Function + Role + Payroll Title (Optional)	Role + Function + Payroll Title (Optional)
Example:	Examples:
Financial Aid Loans Specialist	Univ Exec Dir Admissions Services-Administrator Vice President Finance and Administration
Where necessary to distinguish, the HEO level may	Where necessary to distinguish, the ECP Payroll title

be added to this title on rare occasions.		may be added to this title

Naming Standard Detail

Job Element	Description	Examples or Explanation
Job Family	Job Family or sub-grouping, based on the CUNYfirst Job Code Table. Generally identified by one word.	Admissions Financial Aid Finance
Function	One or more words identifying job content or purpose	Loans Work-Study Math Center Grants Internships
Role	Word identifying level and type of contribution	Coordinator: aHEO. Assists department management in administering or performing routine functions of the unit. Advisor: aHEO, or HEOa (Sr Advisor) or HEA (Lead Advisor). Provides direct student support and assistance in various areas of their College experience. Specialist: HEOa. Administers and performs one or more department functions requiring significant acquired skill, knowledge, or expertise. May provide supervision. Manager: HEA. Oversees one or more department functions, major projects, or areas of expertise (such as research). May provide supervision and general department management. Director: HEO. Responsible for large department or major administrative function, project, or area of expertise, requiring skills, knowledge, or expertise in multiple areas. May provide supervision, general department management, and participate as part of a senior management/executive team. Sr Director: reserved for REM titles (i.e., HEO/Assistant Admin). These titles are inactive and will not be used for recruiting. Executive Director: reserved for ECP titles Sr. Executive Director: reserved for ECP titles, where there is a need to distinguish between higher and lower executive roles in a single function.
HEO Title	For a few HEO titles where the above standards do not apply, the HEO level is provided in the	aHEO = Assistant to HEO HEOa = HE Assistant HEA = HE Associate

Job Element	Description	Examples or Explanation
	title name. Classification and Compensation makes available a table with complete translations of title names (beyond the 30 characters permitted by CUNYfirst).	HEO = HE Officer HYBRID = REM Title
Other:	Reserved Job Titles	Jobs reserved for a single location will have a name starting with the name of the location. For example: -Hunter College Campus Schools: HCCS -Educational Opportunity Centers: EOC -Central Office: Univ -Law School: Law -Medical School: Med .
	Names for Specialized Jobs	Psychological Counselors have the title of "Psychological Counselor". For Executive positions, names consistent with Higher Education roles are utilized, and title names are not highly standardized. For example, "Vice Chancellor", "President", "Dean", "Provost", "Vice President".
	Exceptions to Role names	In rare instances, where it has a specific meaning, the term "Associate" may be substituted for Manager. In rare instances, where it has a specific meaning, the term "Officer" may be substituted for Director. For Executive titles, and many Central Office only titles, the order of words is changed as noted above.

List of Common Standard Abbreviations

For some fields, CUNYfirst space limits mean we abbreviate common words in our titles. While these words may not be abbreviated in every case, when they are, these are the most common abbreviations.

Other abbreviations may be rarely used as needed.

Abbreviation	Term	Example / Comment
Acad	Academic	Dean Academic Affairs = Dn Acad Aff
Adj	Adjunct	Adj Professor
Adm/Adminr	Administrator	ECP Title. Assc Provost-Adminr
Admin	Administration	VP Finance and Admin
Aff	Affairs	Dean Academic Affairs = Dn Acad Aff
aHEO	Assistant to HEO	Admissions Advisor (aHEO)
Apps	Applications	Computer Apps
ASAP	Accelerated Studies for the Associate Program	ASAP Dir
Asst	Assistant	Assistant Dean = Asst Dn
Assc	Associate	Associate Dean = Assc Dn
Ath	Athletics	Asst VP Ath
Bdgt	Budget	Bdgt Officer
BOT	Board of Trustees	Secy to BOT
Bus	Business	Business Affairs = Bus Aff
Ctznshp	Citizenship	Ctznshp Program
CIO	Chief Information Officer	VP and CIO
Collab	Collaborative	Collaborative Programs = Collab Progs
Comm	Communication	Comm Dir
Const	Construction	Design and Const
Contin	Continuing	Continuing Education = Contin Ed
Coord	Coordinator	Financial Aid Coord
Couns/Counslr	Counseling/Counselor	Couns Dept
Ctr	Center	Writing Ctr
Dept	Department	Couns Dept
Depty	Deputy	Depty Budget Dir
Dn	Dean	Associate Dean = Assc Dn
Dev	Development	Associate Dean Grant Development = Assc Dn Grant Dev
Dir	Director	College Now Dir
Econ	Economic	Economic Development = Econ Dev
Ed/Edl	Education/Educational	Dn Continuing Ed
Enroll	Enrollment	Enrollment Management = Enroll Mgt
EOC	Educational Opportunity Cntr	EOC Admissions Coord
Exec	Executive	Exec Office
Facil	Facilities	Facil Officer
Fin	Finance	Budget and Fin
Finl	Financial	Finl Aid Dir
Frsh	Freshman	Freshman Services = Frsh Svcs
Gvt/Gvtl	Government/Governmental	Assc Dn Gvtl and External Rels
Grad	Graduate	Grad Studies

Abbreviation	Term	Example / Comment
HEOa	HE Assistant	Admissions Specl (HEOa)
HEA	HE Associate	Admissions Mgr (HEA)
HEO	HE Officer	Admissions Dir (HEO)
Impl	Implementation	Implementation Manager = Impl Mgr
Institl	Institutional	Institutional Research = Institl Resrch
Intl	International	International Business = Intl Bus
Info Tech / IT	Information Technology	Info Tech Dir / IT Dir
Lab	Laboratory	College Lab Technician
Mgr	Manager	Admissions Mgr (HEA)
Mgt	Management	School of Management = Sch of Mgt
Ofcr	Officer	Affirmative Action Ofcr
Ops	Operations	Planning and Ops
Perf	Performing	Performing Arts Center = Perf Arts Cntr
Plan	Planning	Financial Planning = Finl Plan
Pres	President	Asst to Pres (note: used rarely)
Prog/Progs	Program/Programs	Program Development = Prog Dev
Proj	Project	Project Management = Proj Mgt
Pubs	Publications	Publications Director = Pubs Dir
Rels	Relations	Faculty and Staff Rels
Res	Resources	Human Res
Resrch	Research	Institutional Research = Institle Resrch
Sch	School	Dean School of Education = Dn Sch of Education
Sci	Science/Sciences	Arts and Sci
SEEK	Seeking Excellence in Education and Knowledge Program	SEEK Dir
Secy	Secretary	Secretary to Board of Trustees = Secy to BOT
Specl	Specialist	Admissions Specl (HEOa)
Sr	Senior	Sr Univ Dir
Sdnt	Student	Student Development = Sdnt Dev (note: used rarely)
Std/Stds	Standard/Standards	Graduation Stds
Svc/Svcs	Service/Services	Student Svcs
Tech	Technology	Tech Transfer
Temp	Temporary	HCCS Teacher Temp
TV	Television	TV Production
Undergrad	Undergraduate	Undergrad Acad Aff
Univ	University	Sr Univ Dir
VC	Vice Chancellor	VC Human Resources Mgt
Voc	Vocational	Voc Counselor
VP	Vice President	VP Finance and Admin

Section 7

Understanding the CUNYfirst Position Number, PayServ Position Number, Budget Line Number and Authorized Recruitment Rate

(Date Created: 8/4/2009)

Definitions:

CUNYfirst Position Number: A unique identification code, automatically assigned by the system that corresponds to a specific position; this will first appear as 0000000 for a New Position. The CUNYfirst Position Number is a system generated number that is created automatically when a user requests a new position.

Payserv Posn Nbr *(Used for Senior Colleges Only)*: The number associated to the contract title that exists within the State's payroll system. The PayServ Position Number is a 6 digit number the Senior Colleges receive from OHRM, specifically from Tamara Kusayeva. This number is the **same** PayServ Position Number that is in PayServ.

Budget Line Number *(Used for Senior and Community Colleges)*: The accounting source of the funding for the position; the line number in the budget where the funding for the position comes from. The Budget Line Number is the **same** number that is used in PayServ or PMS.

Authorized Recruitment Rate: A limit on the amount of the recruitment rate by College Budget; the limit that may be offered to a candidate which may be lower than the maximum salary rate.

Who is responsible for entering the fields into CUNYfirst?

CUNYfirst Position Number: This field is automatically generated from CUNYfirst once Budget approves the position.

Payserv Posn Nbr: The HR Administrator role is responsible for entering the PayServ Position Number.

Budget Line Number: The Budget Officer role is responsible for entering the Budget Line Number.

Authorized Recruitment Rate: The Budget Officer role is responsible for entering the Authorized Recruitment Rate.

Where are the fields entered or updated in CUNYfirst?

CUNYfirst Position Number: This field is not updatable. This Position Number is automatically generated by CUNYfirst.

Payserv Posn Nbr: This field can be entered or updated in the following location, Organizational Development > Position Management > Add/Update Position Info

Budget Line Number:
1) For New Position Requests: The Budget Line Number should be entered on the screen after the Budget Officer approves the Position. The delivered position page opens up then the Budget Officer will be able to enter the Budget Line Number.

2) To Update the Budget Line Number: This field can be updated in the following location,
Organizational Development > Position Management > Add/Update Position Info

Authorized Recruitment Rate:
1) For New Position Requests: The Authorized Recruitment Rate should be entered on the screen after the Budget Officer approves the Position. The delivered position page opens up then the Budget Officer will be able to enter the Authorized Recruitment Rate.

2) To Update the Authorized Recruitment Rate: This field can be updated in the following location,
Organizational Development > Position Management > Add/Update Position Info

Section 8

Active Titles - May 2013
Titles added or revised in 2013 are shaded

Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
Active	Campus Peace Officer 1	500026	Campus Peace Officer 1	04844	Campus Peace Officer	CS1	N		TRUE	1164		I23	BC
Active	Campus Peace Officer 1H	500027	Campus Peace Officer 1H	04844	Campus Peace Officer	CS1	N		TRUE	1366		I23	BC
Active	Campus Peace Officer 2	500028	Campus Peace Officer 2	04844	Campus Peace Officer	CS1	N		TRUE	1164		I23	BC
Active	Campus Peace Officer 2H	500029	Campus Peace Officer 2H	04844	Campus Peace Officer	CS1	N		TRUE	1366		I23	BC
Active	Campus Peace Officer 3	500030	Campus Peace Officer 3	04844	Campus Peace Officer	CS1	N		TRUE	1164		I23	BC
Active	Campus Public Safety Sergeant	500031	Campus Public Safety Sgt	04846	Campus Public Safety Sergeant	CS1	N		TRUE	1166		I23	BC
Active	Campus Security Assistant	500032	Campus Security Asst	04841	Campus Security Assistant	CS1	N		TRUE	1168		I23	BC
Active	Campus Security Assistant H	500033	Campus Security Asst H	04841	Campus Security Assistant	CS1	N		TRUE	1365		I23	BC
Active	Campus Security Specialist 1	500039	Campus Security Specialist 1	04845	Campus Security Specialist	CS1	M		TRUE	1891		I23	BC
Active	Campus Security Specialist 2	500040	Campus Security Specialist 2	04845	Campus Security Specialist	CS1	M		TRUE	1891		I23	BC
Active	Custodial Assistant	500073	Custodial Asst	04861	Custodial Assistant	CS2	N		TRUE	1230		A15	BC
Active	Custodial Assistant H	500074	Custodial Asst H	04861	Custodial Assistant	CS2	N		TRUE	1230		A15	BC
Active	Custodial Asst Principal Supv	500076	Custodial Asst Principal Supv	80560	Custodial Assistant Principal	CS1	N		TRUE	1231		A97	BC
Active.	Custodial Principal Supervisor	500077	Custodial Principal Supv	80561	Custodial Principal Supervisor	CS1	N		TRUE	1232		A97	BC
Active	Custodial Senior Supervisor	500078	Custodial Sr Supv	80535	Custodial Senior Supervisor	CS1	N		TRUE	1233		A97	BC
Active	Custodial Supervisor	500075	Custodial Supv	04862	Custodial Supervisor	CS1	N		TRUE	1381		A97	BC
Active	Exterminator	500111	Exterminator	90510	Exterminator	CS1	N		TRUE	1244		A15	BC
Active	Gardener	500115	Gardener	04909	Gardener-CUNY	CS1	N		TRUE	1248		A15	BC
Active	Motor Vehicle Operator	500157	Motor Vehicle Operator	91212	Motor Vehicle Operator	CS1	N		TRUE	1290		A98	BC
Active	Principal Park Supervisor	500168	Park Principal Supv	81112	Principal Park Supervisor	CS1	N		TRUE	1323		A97	BC
Active	Stock Worker 1	500188	Stock Worker 1	12200	Stock Worker	CS1	N		TRUE	1341		I23	BC
Active	Stock Worker 2	500189	Stock Worker 2	12200	Stock Worker	CS1	N		TRUE	1341		I23	BC
Active	Stock Worker Supervisor 1	500190	Stock Worker Supv 1	12202	Stock Worker Supervisor	CS1	N		TRUE	1345		I23	BC
Active	Stock Worker Supervisor 2	500191	Stock Worker Supv 2	12202	Stock Worker Supervisor	CS1	N		TRUE	1345		I23	BC
Active	Stock Worker Supervisor 3	500192	Stock Worker Supv 3	12202	Stock Worker Supervisor	CS1	N		TRUE	1345		I23	BC
Active	Supervisor Maint and Labor	500152	Maint and Labor Supv	91310	Supervisor (Maint&Labor)	CS1	N		TRUE	1347		A97	BC
Active	Scholarship Recipient	300034	Scholarship Recipient	04997	Scholarship Recipient	I2	X	EXCL	FALSE	NA		NON	C5
Active	Admin Supt Builds Grds 1	500007	Admin Supt Builds Grds 1	04975	Admin Supt Buildings and Groun	CM1	M	EXCL	TRUE	1224		CSM	CME
Active	Admin Supt Builds Grds 1 (H)	500238	Admin Supt Builds Grds 1H	04975	Admin Supt Buildings and Groun	CM1	M	EXCL	TRUE	1224		CSM	CME
Active	Admin Supt Builds Grds 2	500008	Admin Supt Builds Grds 2	04975	Admin Supt Buildings and Groun	CM1	M	EXCL	TRUE	1224		CSM	CME
Active	Admin Supt Builds Grds 2 (H)	500239	Admin Supt Builds Grds 2H	04975	Admin Supt Buildings and Groun	CM1	M	EXCL	TRUE	1224		CSM	CME
Active	Admin Supt Builds Grds 3	500009	Admin Supt Builds Grds 3	04975	Admin Supt Buildings and Groun	CM1	M	EXCL	TRUE	1224		CSM	CME
Active	Admin Supt Builds Grds 3 (H)	500240	Admin Supt Builds Grds 3H	04975	Admin Supt Buildings and Groun	CM1	M	EXCL	TRUE	1224		CSM	CME
Active	Admin Supt Builds Grds 4	500010	Admin Supt Builds Grds 4	04975	Admin Supt Buildings and Groun	CM1	M	EXCL	TRUE	1224		CSM	CME
Active	Admin Supt Builds Grds 4 (H)	500241	Admin Supt Builds Grds 4H	04975	Admin Supt Buildings and Groun	CM1	M	EXCL	TRUE	1224		CSM	CME
Active	Campus Security Asst Director 1	500016	Campus Security Asst Dir 1	04980	Campus Security Assistant Dire	CM1	M	EXCL	TRUE	1170		CSM	CME
Active	Campus Security Asst Director 2	500017	Campus Security Asst Dir 2	04980	Campus Security Assistant Dire	CM1	M	EXCL	TRUE	1170		CSM	CME
Active	Campus Security Asst Director 3	500018	Campus Security Asst Dir 3	04980	Campus Security Assistant Dire	CM1	M	EXCL	TRUE	1170		CSM	CME
Active	Campus Security Director 3	500034	Campus Security Dir 3	04979	Campus Security Director	CM2	M	EXCL	TRUE	2576		CSM	CME
Active	Campus Security Director 4	500035	Campus Security Dir 4	04979	Campus Security Director	CM2	M	EXCL	TRUE	2576		CSM	CME
Active	Chief Admin Supt Builds Gds 3	500044	Chief Admin Supt Builds Gds 3	04984	Chief Admin Supt-Competitive	CM1	M	EXCL	TRUE	1229		CSM	CME
Active	Chief Admin Supt Builds Gds 4	500045	Chief Admin Supt Builds Gds 4	04984	Chief Admin Supt-Competitive	CM1	M	EXCL	TRUE	1229		CSM	CME

Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
	Active Titles - May 2013												
	Titles added or revised in 2013 are shaded												
Active	Chief Admin Supt Builds Gds 5	500046	Chief Admin Supt Builds Gds 5	04984	Chief Admin Supt-Competitive	CM1	M	EXCL	TRUE	1229		CSM	CME
Active	IT Computer Operations Manager 2	500051	IT Computer Ops Mgr 2	04972	IT Computer Operations Manager	CM1	M	EXCL	TRUE	1321		CSM	CME
Active	IT Computer Operations Manager 3	500052	IT Computer Ops Mgr 3	04972	IT Computer Operations Manager	CM1	M	EXCL	TRUE	1321		CSM	CME
Active	IT Computer Operations Manager 4	500053	IT Computer Ops Mgr 4	04972	IT Computer Operations Manager	CM1	M	EXCL	TRUE	1321		CSM	CME
Active	IT Computer Systems Manager 1H	500054	IT Computer Sys Mgr 1H	04973	IT Computer Systems Manager	CM1	M	EXCL	FALSE	Limited recruitmen		CSM	CME
Active	IT Computer Systems Manager 2	500055	IT Computer Sys Mgr 2	04973	IT Computer Systems Manager	CM1	M	EXCL	TRUE	1330		CSM	CME
Active	IT Computer Systems Manager 3	500056	IT Computer Sys Mgr 3	04973	IT Computer Systems Manager	CM1	M	EXCL	TRUE	1330		CSM	CME
Active	IT Computer Systems Manager 4	500057	IT Computer Sys Mgr 4	04973	IT Computer Systems Manager	CM1	M	EXCL	TRUE	1330		CSM	CME
Active	IT Computer Systems Manager 5	500058	IT Computer Sys Mgr 5	04973	IT Computer Systems Manager	CM1	M	EXCL	TRUE	1330		CSM	CME
Active	IT Computer Systems Manager 6	500206	IT Computer Sys Mgr 6	04973	IT Computer Systems Manager	CM1	M	EXCL	TRUE	1330		CSM	CME
Active	IT Computer Systems Manager 7	500207	IT Computer Sys Mgr 7	04973	IT Computer Systems Manager	CM1	M	EXCL	TRUE	1330		CSM	CME
Active	IT Computer Systems Manager 8	500208	IT Computer Sys Mgr 8	04973	IT Computer Systems Manager	CM1	M	EXCL	TRUE	1330		CSM	CME
Active	Univ Associate Chief Engineer 3	500209	Univ Assc Chief Engineer 3	04811	University Associate Chief Eng	CM1	M	EXCL	TRUE	1364	Central	CSM	CME
Active	Univ Associate Chief Engineer 4	500210	Univ Assc Chief Engineer 4	04811	University Associate Chief Eng	CM1	M	EXCL	TRUE	1364	Central	CSM	CME
Active	Univ Associate Chief Engineer 5	500231	Univ Assc Chief Engineer 5	04811	University Associate Chief Eng	CM1	M	EXCL	FALSE	Limited recruitmen	Central	CSM	CME
Active	Univ Capital Projects Mgr 4	500221	Univ Capital Projects Mgr 4	04974	University Capital Projects Ma	CM1	M	EXCL	FALSE	Limited recruitmen	Central	CSM	CME
Active	Univ Capital Projects Mgr 5	500222	Univ Capital Projects Mgr 5	04974	University Capital Projects Ma	CM1	M	EXCL	FALSE	Limited recruitmen	Central	CSM	CME
Active	Univ Capital Projects Mgr 6	500223	Univ Capital Projects Mgr 6	04974	University Capital Projects Ma	CM1	M	EXCL	FALSE	Limited recruitmen	Central	CSM	CME
Active	Univ Chief Architect 4	500211	Univ Chief Architect 4	04824	University Chief Architect	CM2	M	EXCL	TRUE	1362	Central	CSM	CME
Active	Univ Chief Architect 5	500212	Univ Chief Architect 5	04824	University Chief Architect	CM2	M	EXCL	TRUE	1362	Central	CSM	CME
Active	Univ Chief Architect 6	500232	Univ Chief Architect 6	04824	University Chief Architect	CM2	M	EXCL	FALSE	Limited recruitmen	Central	CSM	CME
Active	Univ Chief Engineer 4	500213	Univ Chief Engineer 4	04825	University Chief Engineer	CM2	M	EXCL	TRUE	1363	Central	CSM	CME
Active	Univ Chief Engineer 5	500214	Univ Chief Engineer 5	04825	University Chief Engineer	CM2	M	EXCL	TRUE	1363	Central	CSM	CME
Active	Univ Chief Engineer 6	500233	Univ Chief Engineer 6	04825	University Chief Engineer	CM2	M	EXCL	FALSE	Limited recruitmen	Central	CSM	CME
Active	Univ Deputy Security Director 4	500216	Univ Deputy Security Dir 4	04978	University Deputy Security Dir	CM3	E	EXCL	TRUE	1175	Central	CSM	CME
Active	Univ Deputy Security Director 5	500220	Univ Deputy Security Dir 5	04978	University Deputy Security Dir	CM3	E	EXCL	FALSE	Limited recruitmen	Central	CSM	CME
Active	Univ Security Director 5	500215	Univ Security Director 5	04977	University Security Director	CM3	E	EXCL	TRUE	1176	Central	CSM	CME
Active	Univ Security Director 6	500234	Univ Security Director 6	04977	University Security Director	CM3	E	EXCL	FALSE	Limited recruitmen	Central	CSM	CME
Active	Univ Secy to Civil Service Commission-H	500217	Univ Secy to CS Comm H	04990	University Secretary to Civil	CM3	E	EXCL	TRUE	1169	Central	CSM	CME
Active	Assistant Dean Academic Affairs	200045	Asst Dn Acad Affairs	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Adult Degree Programs and Cont Ed	200046	Asst Dn Adlt Dgr and Cont Ed	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean and Asst to Provost	200199	Asst Dn and Asst to Provost	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Business and Financial Services	200047	Asst Dn Business and Finl Svcs	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Assistant Dean Continuing and Professional Study	200048	Asst Dn Cont and Prof Study	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Continuing Ed and Workforce Development	200049	Asst Dn Cont Ed and Wrkfc Dev	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Economic Development	200050	Asst Dn Econ Development	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Education	200051	Asst Dn Education	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Enrollment Management	200052	Asst Dn Enroll Mgt	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean External Affairs	200213	Asst Dn External Affairs	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Facilities Planning Design and Construction	200377	Asst Dn Facil Plng Dsn Const	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Graduate Studies	200053	Asst Dn Graduate Studies	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Institutional Research and Student Assessment	200217	Asst Dn Instl Resh-Stdt Assmt	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP

Active Titles - May 2013
Titles added or revised in 2013 are shaded

Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
Active	Assistant Dean Instructional Staff	200316	Asst Dn Instructional Staff	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Physician Assistant Program	200055	Asst Dn Physician Asst Prog	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Planning and Program Development	200056	Asst Dn Planning and Prog Dev	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Science	200058	Asst Dn Science	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Student Development	200060	Asst Dn Student Development	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Student Life	200061	Asst Dn Student Life	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Teaching and Learning	200063	Asst Dn Teaching and Learning	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Dean Transfer Summer and Weekend Programs	200064	Asst Dn Tsfr Smr and Wkd Prg	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Provost Planning and Special Projects-AstDn	200330	Asst Provost Plg Spec Prj-AstD	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Assistant Provost-Adm	200317	Asst Provost-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Assistant Provost-Assistant VP	200318	Asst Provost-Asst VP	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant Provost-AstAdm	200065	Asst Provost-Asst Admin	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Assistant VP and Deputy to President	200372	Asst VP Deputy to Pres	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Campus Operations	200069	Asst VP Campus Ops	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Communications	200070	Asst VP Communications	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Enroll Management	200071	Asst VP Enroll Mgt	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP External Affairs and Advancement	200072	Asst VP Ext Aff and Advancemt	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Facilities Planning and Operations	200073	Asst VP Facil Planning and Ops	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Finance	200076	Asst VP Finance	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Human Resources	200077	Asst VP Human Resources	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Information Technology	200080	Asst VP Info Tech	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Institutional Advancement	200078	Asst VP Institl Advancement	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Instructional Staff	200320	Asst VP Instructional Staff	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Planning and Budget	200081	Asst VP Planning and Budget	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Strategic Planning	200083	Asst VP Strategic Planning	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Student Affairs	200084	Asst VP Student Affairs	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Student Affairs and AA Officer	200098	Asst VP Student Affairs/AAO	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Assistant VP Undergraduate Studies	200085	Asst VP Undergrad Std	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Associate Dean Academic Affairs	200004	Assc Dn Acad Affairs	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Academic and Career Development	200005	Assc Dn Acad and Career Dev	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Administration and Finance	200008	Assc Dn Admin and Finance	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Administration Finance and Planning	200009	Assc Dn Admin Finance and Plan	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean and Chief Librarian	200311	Assc Dn and Chief Librarian	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Arts and Humanities	200373	Assc Dn Arts and Humanities	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Campus Planning and Operations	200011	Assc Dn Campus Plan and Ops	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Community Relations	200082	Assc Dn Community Rels	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Continuing and Professional Studies	200012	Assc Dn Cont and Prof Studies	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Education	200015	Assc Dn Education	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Enrollment Management and Student Devel	200016	Assc Dn Enroll Mgt and Sdt Dev	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Faculty and Staff Relations	200017	Assc Dn Faclty and Staff Rel	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Finance and Budget Mgt	200018	Assc Dn Fin and Budget Mgt	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Governmental and External Relations	200022	Assc Dn Gvtl and Ext Rels	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP

Active Titles - May 2013
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Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
Active	Associate Dean Graduate School of Journalism	200019	Assc Dn School of Journalism	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Graduate Standards and Research	200020	Assc Dn Grad Stds and Resrch	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Grant Development	200021	Assc Dn Grant Development	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Institutional Advancement	200380	Assc Dn College Advancement	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Institutional Research	200024	Assc Dn Institl Resrch	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Instructional Staff	200312	Assc Dn Instructional Staff	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Liberal Arts and Education	200220	Assc Dn Liberal Arts and Ed	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Macauley Honors College	200114	Assc Dn Macaulay Honors Coll	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Natural and Social Sciences	200379	Assc Dn Natural and Social Sci	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Nursing and Allied Health	200026	Assc Dn Nursng and Alld Hlth	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Professional Studies	200313	Assc Dn Professional Studies	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Research Planning and Facilities	200027	Assc Dn Resrch Pln and Facil	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean School of Arts and Sciences	200314	Assc Dn School of Arts and Sci	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean School of Education	200028	Assc Dn School of Education	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean School of Public Affairs	200315	Assc Dn School of Public Aff	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Special Projects	200029	Assc Dn Special Projects	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Student Affairs	200030	Assc Dn Student Affairs	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Student Development	200031	Assc Dn Student Development	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Undergraduate Studies	200034	Assc Dn Undergrad Studies	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Dean Weissman School	200035	Assc Dn Weissman School	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Associate Provost Academic Programs-Dean	200248	Assc Provost Acad Prgs-Dean	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Associate Provost Faculty and Administration-AVP	200088	Assc Provost-Fac Admin-AVP	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Associate Provost-AscAdm	200037	Assc Provost-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Associate Provost-AstAdm	200038	Assc Provost-AsstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Associate Provost-AVP	200040	Assc Provost-AVP	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Associate Provost-Dean	200041	Assc Provost-Dean	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Academic Affairs	200145	Dn Acad Affairs	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Accreditation and Quality Assurance	200222	Dn Accreditation and QA	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Administrative Affairs	200147	Dn Administrative Affairs	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Adult and Continuing Education	200148	Dn Adult and Continuing Ed	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Advancement of Research	200149	Dn Advancement of Resrch	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Arts and Humanities	200150	Dn Arts and Humanities	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Calandra Institute	200152	Dn Calandra Institute	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Career and Professional Degree Programs	200387	Dn Career and Prof Degr Progs	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean College of Freshman Studies	200153	Dn Coll Freshman Studies	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Continuing Education	200154	Dn Continuing Education	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Diversity and Compliance	200156	Dn Diversity and Compliance	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Education	200157	Dn Education	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Enrollment Management	200158	Dn Enrollment Mgt	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Faculty and Staff Relations	200160	Dn Faculty and Staff Rels	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean General Education	200376	Dn General Education	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Graduate School of Journalism	200161	Journ Dn School of Journalism	04331	Dean CUNY School of Journalism	E1	E	EXCL	FALSE	Limited recruitmen		ECP	ECP

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Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
Active	Dean Graduate Studies	200162	Dn Graduate Studies	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Graduate Studies and Research	200163	Dn Graduate Studies and Resrch	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Grove School of Engineering	200164	Dn Grove School of Engineering	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Humanities and Social Sciences	200166	Dn Humanities and Social Sci	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Institutional Advancement	200321	Dn Institutional Advancement	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Institutional Effectiveness	200351	Dn Institutional Effectiveness	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Institutional Research and Analysis	200369	Dn Institl Resrch and Analysis	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Instructional Services	200167	Dn Instructional Services	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Interdisciplinary Professional and Continuing Studies	200189	Dn Interdisc Prof Cont Studies	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Liberal Arts and Education	200168	Dn Liberal Arts and Education	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Macauley Honors College-President Level	200287	Hnrs Dn Macauley Honors Coll	04027	Dean Macauley Honors Coll	E1	E	EXCL	FALSE	Limited recruitmen		ECP	ECP
Active	Dean Math and Natural Sciences	200169	Dn Math and Natural Sciences	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Natural and Social Sciences	200170	Dn Natural and Social Sciences	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Natural Sciences Division	200322	Dn Natural Sciences Div	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean of the School of Public Health-President Level	200269	Hlth Dn School of Pub Health	04330	Dean School of Public Health	E1	E	EXCL	FALSE	Limited recruitmen	Public Health	ECP	ECP
Active	Dean Professional Studies	200171	Dn Professional Studies	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Research Programs	200343	Dn Research Programs	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Architecture	200172	Dn School of Architecture	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Arts and Sciences	200173	Dn School of Arts and Sci	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Business	200323	Dn School of Business	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Business and Information Systems	200155	Dn School of Business-InfoSys	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Education	200174	Dn School of Education	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Health and Behavorial Sciences	200188	Dn School of Health-Behav Sci	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Health Professions	200175	Dn School of Health Profess	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Humanities and Social Sciences	200146	Dn School of Hum-Social Sci	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Law	200176	Law Dn School of Law	04322	Dean CUNY School of Law	E1	E	EXCL	FALSE	Limited recruitmen	Law School	ECP	
Active	Dean School of Natural and Behavioral Sciences	200151	Dn School of Natl Beh Sci	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Nursing	200324	Dn School of Nursing	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Professional Studies	200177	Dn School of Profess Studies	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Professional Studies-President Level	200295	PS Dn School of Prof Studies	04009	Dean School of Prof Studies	E1	E	EXCL	FALSE	Limited recruitmen	Profession al Studies	ECP	ECP
Active	Dean School of Public Affairs	200178	Dn School of Public Affairs	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Social Work	200179	Dn School of Social Work	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Technology and Design	200180	Dn School of Tech and Design	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean School of Visual, Media and Performing Arts	200165	Dn School of Vis Med Perf Arts	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Science and Technology	200182	Dn Science and Technology	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Science Division	200181	Dn Science	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Science Health and Technology	200183	Dn Science Health and Tech	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Social Sciences	200184	Dn Social Sciences	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Sophie Davis School of Biomedical Science	200185	Med Dn Sophie Davis Biomedical	04323	Dean Medical School	E1	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Strategic Marketing and Development-VP	200349	Dn Strategic Mktng and Dev-VP	04702	Vice President	E1	E	EXCL	TRUE	4388	CCNY	ECP	ECP
Active	Dean Student Affairs	200186	Dn Student Affairs	04314	Dean	E2	E	EXCL	TRUE	3051		ECP	ECP
Active	Dean Student Life	200187	Dn Student Life	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP

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Active	Dean Undergraduate Studies	200190	Dn Undergrad Studies	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Weissman School of Arts and Sciences	200191	Dn Weissman School	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Dean Workforce Education	200192	Dn Workforce Education	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Exec Advisor to the President-Adm	200198	Exec Advisor to Pres-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Advisor to the President-AscAdm	200196	Exec Advisor to Pres-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Chief Librarian-AscAdm	200090	Exec Chief Librarian-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Chief Librarian-AstAdm	200092	Exec Chief Librarian-AsstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Chief of Staff-Adm	200094	Exec Chief of Staff-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Chief of Staff-AscAdm	200095	Exec Chief of Staff-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Chief of Staff-UAstAdm	200293	Univ Exec Chf of Staff-UAstAdm	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Exec Controller-AscAdm	200100	Exec Controller-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Counsel and Affirmative Action Officer-Adm	200326	Exec Counsel-AA Ofcr-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Counsel and Affirmative Action Officer-AscAdm	200357	Exec Counsel-AA Ofcr-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Counsel and Labor Designee-Adm	200327	Exec Counsel-Labor Des-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Counsel and Labor Designee-AVP	200328	Exec Counsel-Labor Des-AVP	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Exec Counsel to the President-Adm	200101	Exec Counsel to Pres-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Counsel to the President-AscAdm	200325	Exec Counsel to Pres-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Deputy Controller-AstAdm	200099	Exec Depty Controller-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Deputy Dean Academic Affairs-Adm	200105	Exec Depty Dn Acad Aff-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Deputy to the President and Chief of Staff-AscAdm	200109	Exec Depty to Pres-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir Academic Affairs-Adm	200127	Exec Dir Acad Aff-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Academic Computing and E-Learning-AstAdm	200113	Exec Dir Ac Comp E Lrn-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Dir Athletics-Adm	200352	Exec Dir Athletics-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Budget and Business Management-AstAdm	200202	Exec Dir Budgt Bus Mgt-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Dir Business Office-Adm	200329	Exec Dir Business Off-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Business Services and Finance-AscAdm	200203	Exec Dir Business Fin-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir Communications and Public Relations-AstAdm	200119	Exec Dir Comms Publ Rel-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Dir Community Relations and Workforce Dev-AstAdm	200374	Exec Dir Cm Rel Wk Dev-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Dir Compliance Programs and Legal Affairs-AscAdm	200204	Exec Dir Compl Lgl Aff-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir Development-Adm	200207	Exec Dir Development-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Development-ProfAscAdm	200260	PSch Exec Dir Developmt	04333	Prof Sch Associate Admin	E2	E	EXCL	FALSE	Needed	Professional Schools	ECP	ECP
Active	Exec Dir Educational Opportunity Center (EOC)-Adm	200135	EOC Exec Dir-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002	BMCC, York, BCC	ECP	ECP
Active	Exec Dir Educational Opportunity Center (EOC)-AstAdm	200331	EOC Exec Dir-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006	BMCC, York, BCC	ECP	ECP
Active	Exec Dir Educational Opportunity Center (EOC)-AstDn	200365	EOC Exec Dir-AstDn	04722	Assistant Dean	E2	E	EXCL	TRUE	3055	BMCC, York, BCC	ECP	ECP
Active	Exec Dir Enrollment Management and Administration-Adm	200210	Exec Dir Enroll Mgt Adm-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Enrollment Management-AstAdm	200209	Exec Dir Enroll Mgt-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Dir Facilities Management and Planning-AscAdm	200211	Exec Dir Facil Mgt Plan-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir Facilities Planning Design and Management-AstAdm	200126	Exec Dir Fac Pln DesMgt-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Dir Facilities Planning-Adm	200096	Exec Dir Facil Plng-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Finance-Adm	200350	Exec Dir Finance-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Governmental Relations-AscAdm	200214	Exec Dir Gvtl Relations-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir HR and Asst to VP-AstAdm	200200	Exec Dir HR Asst to VP-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP

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Active	Exec Dir Human Resources and Labor Relations-AscAdm	200215	Exec Dir HR Labor Rels-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir Human Resources-Adm	200129	Exec Dir HR-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Human Resources-AscAdm	200131	Exec Dir Human Res-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir Human Resources-AstAdm	200130	Exec Dir HR-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Dir Information Technology-Adm	200218	Exec Dir Info Tech-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Information Technology-AscAdm	200332	Exec Dir Info Tech-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir Institutional Advancement-AscAdm	200355	Exec Dir Institl Adv-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir International Student Affairs-AstAdm	200097	Exec Dir Intl Std Aff-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Dir Labor Relations-Adm	200125	Exec Dir Labor Relations-Adm	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP
Active	Exec Dir Nursing-AscAdm	200201	Exec Dir Nursing-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir Public and External Affairs-AscAdm	200375	Exec Dir Public Ext Aff-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Exec Dir Risk Management and Internal Ctl-AstAdm	200212	Exec Dir Risk Mgt Int Ctl	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Exec Dir Student Services-AstAdm	200139	Exec Dir Student Svcs-AstAdm	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006	.	ECP	ECP
Active	Exec Facilities Ofcr-AscAdm	200086	Exec Facilities Ofcr-AscAdm	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Hunter Campus Sch Dir and Principal Elem Sch (Dean)	200234	HCCS Exec Dir Prin Elem Sch-Dn	04314	Dean	E2	E	EXCL	TRUE	3053	Hunter	ECP	ECP
Active	Hunter Campus Sch Elementary Principal-ECP	200228	HCCS Exec Principal Elem Sch	04315	Administrator	E2	E	EXCL	TRUE	1002	Hunter	ECP	ECP
Active	President	200227	President	04319	President	E1	E	EXCL	TRUE	4387		ECP	ECP
Active	Senior Vice President Academic Affairs	200237	Sr VP Acad Affairs	04701	Senior Vice President	E1	E	EXCL	TRUE	3050		ECP	ECP
Active	Senior Vice President Academic Affairs and Provost	200238	Sr VP Acad Aff and Provost	04701	Senior Vice President	E1	E	EXCL	TRUE	3050		ECP	ECP
Active	Senior Vice President Administration and Finance	200239	Sr VP Admin and Finance	04701	Senior Vice President	E1	E	EXCL	TRUE	3050		ECP	ECP
Active	Senior Vice President and Chief Operating Officer	200383	Sr VP and COO	04701	Senior Vice President	E1	E	EXCL	TRUE	3050		ECP	ECP
Active	Univ Assistant Dean Institutional Research	200247	Univ Asst Dn Institl Resrch	04720	University Assistant Dean	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Assistant Dean Student Affairs	200309	Univ Asst Dn Student Affairs	04720	University Assistant Dean	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Assistant Exec Dir Design Const and Mgt-UAscAdm	200044	Univ Asst Exec Dir DDCM	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Associate Controller-UAscAdm	200242	Univ Assc Controller-UAscAdm	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Associate Dean Continuing Education and Deputy	200079	Univ Assc Dn Cont Ed Dpty	04317	University Associate Dean	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Associate Dean Enrollment Management	200243	Univ Assc Dn Enrollment Mgt	04317	University Associate Dean	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Associate Dean Institutional Research	200305	Univ Assc Dn Instl Res	04317	University Associate Dean	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Associate Dean Special Programs	200245	Univ Assc Dn Special Programs	04317	University Associate Dean	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Associate Dean Student Success Initiatives	200236	Univ Assc Dn Stdt Success Init	04317	University Associate Dean	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Associate Provost-UAdm	200354	Univ Assc Provost-UAdm	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Associate Vice Chancellor and Chief Info Officer	200043	Univ Assc VC and CIO	04350	University Associate Vice Chan	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Associate Vice Chancellor for Budget and Finance	200014	Univ Assc VC Budget-Finance	04350	University Associate Vice Chan	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Chancellor	200087	Univ Chancellor	04324	Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Chancellor Emeritus	200206	Univ Chancellor Emeritus	04345	Chancellor Emeritus	E1	E	EXCL	FALSE	Honorary Title	Central	ECP	ECP
Active	Univ Dean Academic Affairs	200258	Univ Dn Acad Affairs	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Dean Continuing Education and Depty to Sr Univ Dean	200232	Univ Dn Cont Ed and Deputy	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Dean Education	200013	Univ Dn Education	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Dean Institutional Advancement	200263	Univ Dn Institl Advancement	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Dean Institutional Research and Assessment	200264	Univ Dn Instl Resrch and Asses	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Dean Libraries and Information Resources	200057	Univ Dn Libr and Info Res	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Dean Macauley Honors College	200262	Univ Dn Macauley Honors Coll	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP

Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
Active Titles - May 2013													
Titles added or revised in 2013 are shaded													
Active	Univ Dean Recruitment and Diversity	200265	Univ Dn Recruit and Diversity	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Dean Undergrad Education	200266	Univ Dn Undergrad Education	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Deputy Exec Budget Dir-UAstAdm	200102	Univ Depty Exec Budget Dir	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Deputy Exec CIO Ent Apps and Infrastructure-UvDean	200103	Univ Depty Exec CIO Ent Apps	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Deputy Exec CIO Strategic Initiatives-UAdm	200104	Univ Depty Exec CIO Strat Init	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Deputy Exec Controller-UAdm	200251	Univ Depty Exec Controller	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Deputy Exec Dir Internal Audit-UAscAdm	200122	Univ Depty Exec Dir Int Audit	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Deputy Exec General Counsel-UAdm	200106	Univ Depty Exec Gen Counsel	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Deputy Exec to Board Secretary-UAstAdm	200110	Univ Depty Exec to Board Secy	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Assistant Controller-UAstAdn	200348	Univ Exec Asst Controller	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Assistant to the Chancellor-UAstAdm	200304	Univ Exec Asst to Chancellor	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Associate Counsel Commercial Matters-UAscAdm	200003	Univ Exec Assc Counsel Commcl	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Associate General Counsel-UAscAdm	200036	Univ Exec Assc General Counsel	04318	University Associate Administr	E2	E	EXCL	FALSE	1013	Central	ECP	ECP
Active	Univ Exec Budget Dir-UAdm	200249	Univ Exec Budget Dir	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Chief Compliance Officer-Assc Gen Counsel-UAscAdm	200241	Univ Exec Chf Compl Off-AGC	04318	University Associate Administr	E2	E	EXCL	TRUE	4691	Central	ECP	ECP
Active	Univ Exec Chief Compliance Officer-UAdm	200259	Univ Exec Chr Compl Off-UAdm	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Controller-UAdm	200250	Univ Exec Controller	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Academic Affairs-UAstAdm	200310	Univ Exec Dir Academic Affairs	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Academic Fin Affairs and Planning-UAscAdm	200308	Univ Exec Dir Acad Fin Aff Pln	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Admissions Services-UAscAdm	200252	Univ Exec Dir Admiss Svcs	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Assessment-UAstAdm	200007	Univ Exec Dir Assessment	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Business and Industry Relations-UAdm	200371	Univ Exec Dir Bus Indus Rels	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Capital Budgeting-UAdm	200117	Univ Exec Dir Cap Budgt	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Central Human Resources-UAscAdm	200347	Univ Exec Dir HR-UAscAdm	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Classified Staff Lbr Rels-UAstAdm	200118	Univ Exec Dir Class Stf Rels	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Collaborative Programs-UAscAdm	200116	Univ Exec Dir Collab Prgs-UAsc	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Collaborative Programs-UAstAdm	200333	Univ Exec Dir Collab Prgs-UAst	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Construction Management-UAscAdm	200120	Univ Exec Dir Constr Mgt	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir CUNY-TV-UAdm	200353	Univ Exec Dir CUNY-TV-UAdm	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Design Construction and Management-UAdm	200205	Univ Exec Dir DDCM	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Engineering Services-UAscAdm	200124	Univ Exec Dir Engineering Svcs	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Env Hlth Sfty Rsk Management-UAdm	200254	Univ Exec Dir Env H-S Rsk Mgt	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Finance-UAstAdm	200307	Univ Exec Dir Finance	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Financial Aid Management-UAstAdm	200128	Univ Exec Dir Finl Aid Mgt	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Government Relations-UAscAdm	200137	Univ Exec Dir Government Rels	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir HR Shared Services-UAscAdm	200111	Univ Exec Dir HR Shared Svcs	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Instructional Staff Labor Relations-UAstAdm	200107	Univ Exec Dir Inst Stf Rels	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Internal Audit and Management Services-UAdm	200256	Univ Exec Dir Int Audit Mgt Sv	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir IT Administrative Applications-UAdm	200112	Univ Exec Dir IT Admin Apps	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Labor Hearings and Appeals-UAstAdm	200216	Univ Exec Dir Labor Hear-App	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Centrald	ECP	ECP
Active	Univ Exec Dir Management Analysis and Communication	200075	Univ Exec Dir Mgt Analy Comm	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Management Analysis-UAdm	200230	Univ Exec Dir Mgt Analy-UAdm	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP

Active Titles - May 2013
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Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
Active	Univ Exec Dir Media Relations-UAdm	200132	Univ Exec Dir Media Rl-UAdm	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Operations-UAscAdm	200133	Univ Exec Dir Ops	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Performance Management Process-UAscAdm	200123	Univ Exec Dir Perf Mgt Process	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Real Estate Operations-UAstAdm	200226	Univ Real Estate Ops Mgr	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Research Compliance-UAdm	200089	Univ Exec Dir Research Compl	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Research Initiatives (UAdm)	200233	Univ Exec Dir Research Init	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Space Planning and Capital Budgeting-UAdm	200136	Univ Exec Dir Space Planning	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Dir Student Advocacy and Referral-UAstAdm	200138	Univ Exec Dir Stdnt Advocacy	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Systems and Operations-UAstAdm	200140	Univ Exec Dir Systems and Ops	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Systems Integration-UAscAdm	200121	Univ Exec Dir Systems Integ	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Systems Project Management-UAstAdm	200134	Univ Exec Dir Sys Project Mgt	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Technology Development-UAscAdm	200144	Univ Exec Dir Tech Dev	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Telecommunications-UAstAdm	200141	Univ Exec Dir Telecomm	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Univ App Proc Ctr (UAPC)-UAscAdm	200142	Univ Exec Dir UAPC-UAscAd	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Dir Univ App Proc Ctr (UAPC)-UAstAdm	200143	Univ Exec Dir UAPC-UvAstAd	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Dir Vendor Relations and Integrity-UAscAdm	200108	Univ Exec Dir Vendor Rels Int	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec ERP Project Manager-UAscAdm	200194	Univ Exec ERP Project Mgr	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec ERP Systems Implementation Manager-UAscAdm	200195	Univ Exec ERP Sys Impl Mgr	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Investment Officer-AscAdm	200208	Univ Exec Invest Off-UAscAdm	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Liaison Community Rels/Econ Dev Init-UAdm	200268	Univ Exec Liaison Econ Dev Ini	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Registrar-UAstAdm	200270	Univ Exec Registrar	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Exec Special Advisor-UAdm	200231	Univ Exec Specl Advisor	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Sr Associate General Counsel-Adm	200240	Univ Exec Sr Assc Gen Counsel	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Exec Treasurer-UAscAdm	200257	Univ Exec Treasurer-UAscAdm	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Exec Vice Chancellor and Chief Operating Off	200223	Univ Exec VC and COO	04329	Executive Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Exec Vice Chancellor and Provost	200246	Univ Exec VC and Provost	04329	Executive Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Secretary of the Board	200197	Univ Secretary of the Board	04715	Secretary of the Board of Trus	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Senior Vice Chancellor and General Counsel	200224	Univ Sr VC and Gen Counsel	04712	Senior Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Senior Vice Chancellor for Budget-Finance-Finl Policy	200001	Univ Sr VC Budget-Finance-Pol	04712	Senior Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Senior Vice Chancellor Univ Relations and Secy to Board	200229	Univ Sr VC and Secy BOT	04712	Senior Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Sr Dean for the Executive Office and Enrollment	200370	Univ Sr Dn Exec Off Enrllmt	04703	University Dean	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Sr Exec Director HR Operations and Systems-UAdm	200255	Univ Sr Exec Dir HR Ops Sys	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Sr Exec Director HR Strategic Planning-UAdm	200066	Univ Sr Exec Dir HR Strat Plng	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Univ Sr Exec Director Labor Relations-UAscAdm	200115	Univ Sr Exec Dir Labor Rels	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Univ Sr Exec Director Labor Relations-UAstAdm (Inactive)	200074	Univ Sr Exec Dir LR-INA	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Univ Vice Chancellor Community Colleges	200281	Univ VC Community Colleges	04326	Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Vice Chancellor Facilities Plan Construction and Mgt	200272	Univ VC Facil Plan Constr Mgt	04326	Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Vice Chancellor Human Resources Mgt	200273	Univ VC Human Resources Mgt	04326	Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Vice Chancellor Labor Relations	200274	Univ VC Labor Relations	04326	Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Vice Chancellor Research	200334	Univ VC Research	04326	Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Univ Vice Chancellor Student Development	200275	Univ VC Student Development	04326	Vice Chancellor	E1	E	EXCL	FALSE	Limited recruitmen	Central	ECP	ECP
Active	Unknown - Not Matched Admin	200361	Unknown - Administrator	04315	Administrator	E2	E	EXCL	TRUE	1002		ECP	ECP

Active Titles - May 2013

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Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
Active	Unknown - Not Matched Assc Admin	200359	Unknown - Assc Admin	04321	Associate Administrator	E2	E	EXCL	TRUE	1004		ECP	ECP
Active	Unknown - Not Matched Assc Dean	200025	Unknown - Assc Dean	04320	Associate Dean	E2	E	EXCL	TRUE	3054		ECP	ECP
Active	Unknown - Not Matched Asst Adm	200360	Unknown - Asst Admin	04723	Assistant Administrator	E2	E	EXCL	TRUE	1006		ECP	ECP
Active	Unknown - Not Matched Asst Dean	200023	Unknown - Asst Dean	04722	Assistant Dean	E2	E	EXCL	TRUE	3055		ECP	ECP
Active	Unknown - Not Matched Asst VP	200033	Unknown - Asst VP	04316	Assistant Vice President	E2	E	EXCL	TRUE	3052		ECP	ECP
Active	Unknown - Not Matched Dean	200032	Unknown - Dean	04314	Dean	E2	E	EXCL	TRUE	3053		ECP	ECP
Active	Unknown - Not Matched Prof Sch Assc Admin	200290	Unknown - PSch Assc Admin	04333	PSch Associate Administrator	E2	E	EXCL	TRUE	7937	Central	ECP	ECP
Active	Unknown - Not Matched Prof Sch Assc Dean	200298	Unknown - PSch Assc Dean	04128	PSch Associate Dean	E2	E	EXCL	TRUE	7935	Central	ECP	ECP
Active	Unknown - Not Matched Prof Sch Asst Admin	200302	Unknown - PSch Asst Admin	04332	PSch Assistant Administrator	E2	E	EXCL	TRUE	7934	Central	ECP	ECP
Active	Unknown - Not Matched Prof Sch Asst Dean	200319	Unknown - PSch Asst Dean	04127	PSch Assistant Dean	E2	E	EXCL	TRUE	7933	Central	ECP	ECP
Active	Unknown - Not Matched Prof Sch Sr Assc Admin	200356	Unknown - PSch Sr Assc Admin	04334	PSch Sr Assc Administrator	E2	E	EXCL	TRUE	7939	Central	ECP	ECP
Active	Unknown - Not Matched Prof Sch Sr Assc Dean	200384	Unknown - PSch Sr Assc Dean	04129	PSch Sr Assc Dean	E2	E	EXCL	TRUE	7938	Central	ECP	ECP
Active	Unknown - Not Matched Sr Univ Dean	200386	Unknown - Univ Sr Univ Dean	04131	Univ Sr Univ Dean	E1	E	EXCL	TRUE	7932	Central	ECP	ECP
Active	Unknown - Not Matched Sr VP	200059	Unknown - Sr VP	04701	Senior Vice President	E1	E	EXCL	TRUE	3050		ECP	ECP
Active	Unknown - Not Matched Univ Admin	200358	Unknown - Univ Administrator	04704	University Administrator	E2	E	EXCL	TRUE	1010	Central	ECP	ECP
Active	Unknown - Not Matched Univ Assc Adm	200363	Unknown - Univ Assc Admin	04318	University Associate Administr	E2	E	EXCL	TRUE	1013	Central	ECP	ECP
Active	Unknown - Not Matched Univ Asst Admin	200362	Unknown - Univ Asst Admin	04721	University Assistant Administr	E2	E	EXCL	TRUE	1016	Central	ECP	ECP
Active	Unknown - Not Matched Univ Dean	200385	Unknown - Univ Dean	04703	Univ Dean	E2	E	EXCL	TRUE	7927	Central	ECP	ECP
Active	Unknown - Not Matched VP	200062	Unknown - VP	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Academic Affairs	200276	VP Academic Affairs	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Academic Affairs and Provost	200277	VP Academic Aff and Provost	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Admininistration	200278	VP Administration	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Administration and Finance	200279	VP Administration and Finance	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Adult and Continuing Education	200284	VP Adult and Continuing Ed	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP and Dean Zicklin School of Business	200303	VP Dn Zicklin School	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Campus Planning and Facilities Management	200282	VP Campus Plan and Facil Mgt	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Communications and Marketing	200283	VP Communications and Marketin	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Continuing Education and Workforce Development	200285	VP Continuing Ed and Wkfc Dev	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Enrollment Management	200286	VP Enrollment Mgt	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP External Affairs and Strategic Priorities	200288	VP Ext Aff and Strt Priorities	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Government and Community Affairs	200289	VP Govt and Community Aff	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Information Technology	200292	VP Info Tech	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Institutional Advancement	200291	VP Institl Advancement	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Legal Affairs and Faculty and Staff Relations	200294	VP Legal Aff-Fac Staff Rels	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Research and Sponsored Programs	200296	VP Research and Spons Prog	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Student Affairs	200299	VP Student Affairs	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Student Affairs and Dean of Students	200297	VP Stdnt Aff and Dn of Stdnts	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Student Development	200300	VP Student Development	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	VP Student Development and Enrollment Management	200301	VP Student Dev and Enroll Mgt	04702	Vice President	E1	E	EXCL	TRUE	3051		ECP	ECP
Active	EOC Accountant 1	500095	EOC Accountant 1	04866	EOC Accountant	CS1	N		TRUE	1088	BMCC, York, BCC	A38	EOC CL
Active	EOC Accountant 1A	500096	EOC Accountant 1A	04866	EOC Accountant	CS1	N		TRUE	1088	BMCC, York, BCC	A38	EOC CL
Active	EOC Accounting Assistant	500097	EOC Accounting Asst	04867	EOC Accounting Assistant	CS1	N		TRUE	1107	BMCC, York, BCC	A38	EOC CL

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Active	EOC Admin Assistant 1A	500098	EOC Admin Asst 1A	04871	EOC Administrative Assistant	CS1	N		TRUE	1109	BMCC, York BCC	A38	EOC CL
Active	EOC Admin Assistant 1B	500099	EOC Admin Asst 1B	04871	EOC Administrative Assistant	CS1	N		TRUE	1109	BMCC, York BCC	A38	EOC CL
Active	EOC Admin Assistant 1C	500100	EOC Admin Asst 1C	04871	EOC Administrative Assistant	CS1	N		TRUE	1109	BMCC, York BCC	A38	EOC CL
Active	EOC Assistant H	500101	EOC Assistant H	04882	EOC Assistant	CS2	N		TRUE	1114	BMCC, York BCC	A38	EOC CL
Active	EOC Custodial Assistant	500102	EOC Custodial Asst	04863	EOC Custodial Assistant	CS2	N		TRUE	1241	BMCC, York BCC	A38	EOC CL
Active	EOC Custodial Assistant-H	500230	EOC Custodial Asst H	04863	EOC Custodial Assistant	CS2	N		TRUE	1241	BMCC, York BCC	A38	EOC CL
Active	EOC Custodial Supervisor	500103	EOC Custodial Supv	04864	EOC Custodial Supervisor	CS1	N		TRUE	1242	BMCC, York BCC	A38	EOC CL
Active	EOC IT Support Assistant	500104	EOC IT Support Assistant	04874	EOC IT Support Assistant	CS1	N		TRUE	1258	BMCC, York BCC	A38	EOC CL
Active	EOC IT Support Assistant-H	500229	EOC IT Support Assistant H	04874	EOC IT Support Assistant	CS1	N		TRUE	1258	BMCC, York BCC	A38	EOC CL
Active	EOC Mail Message Services Worker	500105	EOC Mail Message Svc Wkr	04878	EOC Mail Message Services Work	CS1	N		TRUE	1243	BMCC, York BCC	A38	EOC CL
Active	EOC Office Assistant 1	500106	EOC Office Asst 1	04870	EOC Office Assistant	CS1	N		TRUE	1115	BMCC, York BCC	A38	EOC CL
Active	EOC Office Assistant 2	500107	EOC Office Asst 2	04870	EOC Office Assistant	CS1	N		TRUE	1115	BMCC, York BCC	A38	EOC CL
Active	EOC Office Assistant 3	500108	EOC Office Asst 3	04870	EOC Office Assistant	CS1	N		TRUE	1115	BMCC, York BCC	A38	EOC CL
Active	EOC Office Assistant 3A	500109	EOC Office Asst 3A	04870	EOC Office Assistant	CS1	N		TRUE	1115	BMCC, York BCC	A38	EOC CL
Active	EOC Office Assistant 4	500110	EOC Office Asst 4	04870	EOC Office Assistant	CS1	N		TRUE	1115	BMCC, York BCC	A38	EOC CL
Active	Visitor Honorarium	300048	Visitor Honorarium	04798	Visitor Honorarium	I2	X	EXCL	FALSE	NA		NON	HN
Active	Non-Tax Levy Affiliated Professional	300070	Non-Tax Levy Affil Profl	04797	Affiliated Professional	I2	X	EXCL	FALSE	No Recruitmen		NON	NONE
Active	Non-Tax Levy Person of Interest - General	400918	Non-Tax Levy POI	00000	Does Not Apply	I4	X	EXCL	FALSE	NA		NON	NONE
Active	Non-Tax Levy Person of Interest - Recruiting	400927	Non-Tax Levy POI-Recruiting	00000	Does Not Apply	I4	X	EXCL	FALSE	NA		NON	NONE
Active	Non-Tax Levy Person of Interest - Supervisor	400926	Non-Tax Levy POI-Supervisor	00000	Does Not Apply	I4	X	EXCL	FALSE	NA		NON	NONE
Active	Non-Tax Levy Person of Interest - Teaching	300826	Non-Tax Levy POI-Teaching	00000	Does Not Apply	I2	X	EXCL	FALSE	NA		NON	NONE
Active	Non-Tax Levy Professor Military Science	300078	Non-Tax Levy Prof Military Sci	04203	Professor Military Science	I2	X	EXCL	FALSE	NA		NON	NONE
Active	Research Faculty - Assistant Professor	300072	Research Faculty-Asst Prof	04119	Research Assistant Professor	I2	P		TRUE	6234		NON	NONE
Active	Research Faculty - Associate Professor	300074	Research Faculty-Assc Prof	04120	Research Associate Professor	I2	P		TRUE	6233		NON	NONE
Active	Research Faculty – Professor	300076	Research Faculty-Professor	04121	Research Professor	I2	P		TRUE	6235		NON	NONE
Active	Seasonal Aide - H	500047	Seasonal Aide H	91406	Seasonal Aide (H)	CS2	N	EXCL	FALSE	Limited recruitmen		NON	NONE
Active	Student Aide H	500193	Student Aide H	10101	Student Aide	CS2	N	EXCL	TRUE	1120		NON	NONE
Active	Volunteer - Admin Instructional	400895	Volunteer Admin Inst	04799	Volunteer Instructional	I4	X	EXCL	FALSE	NA		NON	NONE
Active	Volunteer - Non Instructional	500204	Volunteer Non Inst	04999	Volunteer Non-Instructional	CS2	X	EXCL	FALSE	NA		NON	NONE
Active	Volunteer - Research Instructional	400896	Volunteer Research Inst	04799	Volunteer Instructional	I3	X	EXCL	FALSE	NA		NON	NONE
Active	Volunteer - Teaching Instructional	300055	Volunteer Teaching Inst	04799	Volunteer Instructional	I2	X	EXCL	FALSE	NA		NON	NONE
Active	Academic Accreditation Specl (HEOa)	400618	Acad Assessment Specl	04099	HE Assistant	I4	A		TRUE	1009		P14	PSC
Active	Academic Advising Coord (aHEO)	400148	Acad Advising Coord	04017	Assistant to HEO	I4	N		TRUE	1085		P14	PSC
Active	Academic Advising Dir (HEO)	400669	Acad Advising Dir	04097	HE Officer	I4	M		TRUE	1086		P14	PSC
Active	Academic Advising Mgr (HEA)	400147	Acad Advising Mgr	04075	HE Associate	I4	M		TRUE	1087		P14	PSC
Active	Academic Advising Specl (HEOa)	400196	Acad Advising Specl	04099	HE Assistant	I4	A		TRUE	1089		P14	PSC
Active	Academic Advisor (aHEO)	400141	Acad Advisor-aHEO	04017	Assistant to HEO	I4	A		TRUE	1090		P14	PSC
Active	Academic Advisor-Lead (HEA)	400145	Acad Advisor Lead-HEA	04075	HE Associate	I4	M		TRUE	1091		P14	PSC
Active	Academic Advisor-Sr (HEOa)	400142	Acad Advisor Sr-HEOa	04099	HE Assistant	I4	A		TRUE	1092		P14	PSC
Active	Academic Affairs Dir (HEO)	400522	Acad Affairs Dir	04097	HE Officer	I4	M		TRUE	1012		P14	PSC
Active	Academic Affairs Mgr (HEA)	400525	Acad Affairs Mgr	04075	HE Associate	I4	M		TRUE	1017		P14	PSC
Active	Academic ASAP Program Dir (HEO)	400569	Acad ASAP Program Dir	04097	HE Officer	I4	M		TRUE	2851		P14	PSC

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	Active Titles - May 2013												
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Active	Academic ASAP Program Mgr (HEA)	400568	Acad ASAP Program Mgr	04075	HE Associate	I4	M		FALSE	3037 - CANCELLED		P14	PSC
Active	Academic ASAP Student Advisor (HEOa)	400030	Acad ASAP Student Adv-HEOa	04099	HE Assistant	I4	A		TRUE	4423		P14	PSC
Active	Academic Assessment Mgr (HEA)	400930	Acad Assessment Mgr	04075	HE Associate	I4	P		TRUE	1559		P14	PSC
Active	Academic Center Dir (HEO)	400584	Acad Center Dir	04097	HE Officer	I4	M		TRUE	1019		P14	PSC
Active	Academic Center Mgr (HEA)	400531	Acad Center Mgr	04075	HE Associate	I4	M		TRUE	1022		P14	PSC
Active	Academic Center Research Director (HEO)	400924	Acad Center Research Dir	04097	HE Officer	I4	E		FALSE	Limited recruitmen		P14	PSC
Active	Academic College Discovery Dir (HEO)	400567	Acad College Discovery Dir	04097	HE Officer	I4	M	EXCL	TRUE	1028		P15	PSC
Active	Academic College Discovery Mgr (HEA)	400566	Acad College Discovery Mgr	04075	HE Associate	I4	M	EXCL	TRUE	2265		P15	PSC
Active	Academic College Now Mgr (HEA)	400241	Acad College Now Mgr	04075	HE Associate	I4	M		TRUE	1032		P14	PSC
Active	Academic ESL Program Dir (HEO)	400654	Acad ESL Program Dir	04097	HE Officer	I4	M		TRUE	1094		P14	PSC
Active	Academic ESL Program Mgr (HEA)	400653	Acad ESL Program Mgr	04075	HE Associate	I4	M		TRUE	1096		P14	PSC
Active	Academic ESL Program Specl (HEOa)	400652	Acad ESL Program Specl	04099	HE Assistant	I4	A		TRUE	1097		P14	PSC
Active	Academic Faculty Development Dir (HEO)	400035	Acad Faculty Dev Dir	04097	HE Officer	I4	A		TRUE	3745		P14	PSC
Active	Academic Faculty Development Mgr (HEA)	400031	Acad Faculty Dev Mgr	04075	HE Associate	I4	A		TRUE	6060		P14	PSC
Active	Academic Faculty Workload Mgr (HEA)	400488	Acad Faculty Wkload Mgr	04075	HE Associate	I4	A		TRUE	6183		P14	PSC
Active	Academic Faculty Workload Specl (HEOa)	400032	Acad Faculty Wkload Specl	04099	HE Assistant	I4	N		TRUE	5640		P14	PSC
Active	Academic Internship Coord (aHEO)	400539	Acad Internship Coord	04017	Assistant to HEO	I4	A		TRUE	1959		P14	PSC
Active	Academic Internship Dir (HEO)	400557	Acad Internship Dir	04097	HE Officer	I4	M		TRUE	2436		P14	PSC
Active	Academic Internship Mgr (HEA)	400556	Acad Internship Mgr	04075	HE Associate	I4	M		TRUE	1035		P14	PSC
Active	Academic Internship Specl (HEOa)	400541	Acad Internship Specl	04099	HE Assistant	I4	A		TRUE	2654		P14	PSC
Active	Academic Personnel Dir (HEO)	400920	Acad Personnel Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Academic Personnel Specialist (HEOa)	400024	Acad Personnel Specl	04099	HE Assistant	I4	N		FALSE	Limited recruitmen		P14	PSC
Active	Academic Program Coord (aHEO)	400518	Acad Program Coord	04017	Assistant to HEO	I4	N		TRUE	1038		P14	PSC
Active	Academic Program Dir (HEO)	400481	Acad Program Dir	04097	HE Officer	I4	M		TRUE	1045		P14	PSC
Active	Academic Program Job Coord (aHEO)	400564	Acad Program Job Coord	04017	Assistant to HEO	I4	N		FALSE	Limited recruitmen		P14	PSC
Active	Academic Program Job Developer (HEOa)	400565	Acad Program Job Devel-HEOa	04099	HE Assistant	I4	A		TRUE	1081		P14	PSC
Active	Academic Program Mgr (HEA)	400527	Acad Program Mgr	04075	HE Associate	I4	M		TRUE	1082		P14	PSC
Active	Academic Program Specl (HEOa)	400570	Acad Program Specl	04099	HE Assistant	I4	A		TRUE	1083		P14	PSC
Active	Academic Resource Center Coord (aHEO)	400662	Acad Resource Ctr Coord	04017	Assistant to HEO	I4	N		TRUE	1098		P14	PSC
Active	Academic Resource Center Dir (HEO)	400648	Acad Resource Ctr Dir	04097	HE Officer	I4	M		TRUE	1100		P14	PSC
Active	Academic Resource Center Mgr (HEA)	400660	Acad Resource Ctr Mgr	04075	HE Associate	I4	M		TRUE	1101		P14	PSC
Active	Academic Resource Center Specl (HEOa)	400673	Acad Resource Ctr Specl	04099	HE Assistant	I4	A		TRUE	1560		P14	PSC
Active	Academic SEEK Program Dir (HEO)	400559	Acad SEEK Program Dir	04097	HE Officer	I4	A	EXCL	TRUE	1084		P15	PSC
Active	Academic SEEK Program Mgr (HEA)	400571	Acad SEEK Program Mgr	04075	HE Associate	I4	M		TRUE	3305		P14	PSC
Active	Academic Student Support Program Specialist (HEOa)	400023	Acad Std Suppt Specl	04099	HE Assistant	I4	A		TRUE	4609		P14	PSC
Active	Academic Student Support Programs Counselor (HEOa)	400929	Acad Std Suppt Couns (HEOa)	04099	HE Assistant	I4	A		TRUE	1561		P14	PSC
Active	Academic Student Support Programs Director (HEO)	400021	Acad Std Suppt Dir	04097	HE Officer	I4	M		TRUE	2986		P14	PSC
Active	Academic Student Support Programs Lead Counselor (HEA)	400526	Acad Std Suppt Couns Lead-HEA	04075	HE Associate	I4	E		TRUE	6344		P14	PSC
Active	Academic Student Support Programs Manager (HEA)	400931	Acad Std Suppt Mgr	04075	HE Associate	I4	M		TRUE	1582		P14	PSC
Active	Academic Study Abroad Program Mgr (HEA)	400947	Acad Study Abroad Mgr	04075	HE Associate	I4	A		TRUE	2849		P14	PSC
Active	Academic Testing Coord (aHEO)	400915	Acad Testing Coord	04017	Assistant to HEO	I4	N		TRUE	1136		P14	PSC
Active	Academic Testing Dir (HEO)	400529	Acad Testing Dir	04097	HE Officer	I4	M		TRUE	1139		P14	PSC

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Active	Academic Testing Mgr (HEA)	400528	Acad Testing Mgr	04075	HE Associate	I4	M		TRUE	1143		P14	PSC
Active	Academic Testing Specl (HEOa)	400616	Acad Testing Specl	04099	HE Assistant	I4	N		TRUE	1146		P14	PSC
Active	Adjunct Assistant Professor	300002	Adj Asst Professor	04293	Adj Assistant Professor	I2	P		TRUE	6173		P14	PSC
Active	Adjunct Associate Professor	300001	Adj Assc Professor	04292	Adj Associate Professor	I2	P		TRUE	6172		P14	PSC
Active	Adjunct Chief College Laboratory Technician	301108	Adj Chief Coll Lab Tech	04046	Adj Chief College Lab Tech	I3	P		FALSE	Limited recruitmen		P14	PSC
Active	Adjunct College Laboratory Technician	301001	Adj College Lab Tech	04601	Adj College Lab Tech	I3	N		TRUE	1148		P14	PSC
Active	Adjunct Faculty Open Rank	300049	Adj Faculty Open Rank	00000	Does Not Apply	I2	P		TRUE	6164		P14	PSC
Active	Adjunct Lecturer	300003	Adj Lecturer	04294	Adj Lecturer	I2	P		TRUE	6174		P14	PSC
Active	Adjunct Lecturer Doctoral Student	300027	Adj Lecturer Doctoral Student	04294	Adj Lecturer	I2	P		FALSE	NA		P14	PSC
Active	Adjunct Professor	300004	Adj Professor	04291	Adj Professor	I2	P		TRUE	6175		P14	PSC
Active	Adjunct Senior College Laboratory Technician	301002	Adj Sr College Lab Tech	04604	Adj Sr College Lab Tech	I3	N		TRUE	1151		P14	PSC
Active	Admin Conference Center Director (HEO)	400025	Admin Conf Ctr Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Admin Events Coord (aHEO)	400574	Admin Events Coord	04017	Assistant to HEO	I4	N		TRUE	1005		P14	PSC
Active	Admin Events Mgr (HEA)	400536	Admin Events Mgr	04075	HE Associate	I4	M		TRUE	1008		P14	PSC
Active	Admin Events Specl (HEOa)	400501	Admin Events Specl	04099	HE Assistant	I4	A		TRUE	1011		P14	PSC
Active	Admin Executive Assistant (HEOa)	400211	Admin Exec Asst-HEOa	04099	HE Assistant	I4	N		TRUE	1018		P14	PSC
Active	Admin Executive Associate (HEA)	400212	Admin Exec Assc-HEA	04075	HE Associate	I4	M		TRUE	1023		P14	PSC
Active	Admin Executive Coord (aHEO)	400210	Admin Exec Coord	04017	Assistant to HEO	I4	N		TRUE	1027		P14	PSC
Active	Admin Executive Officer (HEO)	400213	Admin Exec Officer-HEO	04097	HE Officer	I4	M		TRUE	1030		P14	PSC
Active	Admin Institutional Effectiveness and Planning Dir (HEO)	400921	Admin Instit Effectiveness Dir	04097	HE Officer	I4	P		FALSE	Limited recruitmen		P14	PSC
Active	Admin Org and Business Effectiveness Dir (HEO)	400909	Admin Org and Business Eff Dir	04097	HE Officer	I4	P		TRUE	6343		P14	PSC
Active	Admin Org and Business Effectiveness Mgr (HEA)	400941	Admin Org and Bus Eff Mgr	04075	HE Associate	I4	P		TRUE	4757		P14	PSC
Active	Admin Org and Business Effectiveness Specl (HEOa)	400940	Admin Org and Bus Eff Specl	04099	HE Assistant	I4	P		TRUE	2184		P14	PSC
Active	Admin Policy Analyst Dir (HEO)	400140	Admin Policy Analysis Dir	04097	HE Officer	I4	P	EXCL OPT	TRUE	6552		P14	PSC
Active	Admin Policy Analyst-Sr (HEA)	400581	Admin Policy Analyst Sr-HEA	04075	HE Associate	I4	P	EXCL OPT	TRUE	3639		P14	PSC
Active	Admin Risk Management-Continuity Dir (HEO)	400033	Admin Risk Mgt-Contin Dir	04097	HE Officer	I4	A		TRUE	6446		P14	PSC
Active	Administrative Coord (aHEO)	400578	Admin Coord	04017	Assistant to HEO	I4	N		TRUE	1034		P14	PSC
Active	Administrative Mgr (HEA)	400577	Admin Mgr	04075	HE Associate	I4	M		TRUE	1039		P14	PSC
Active	Administrative Officer (HEO)	400576	Admin Officer-HEO	04097	HE Officer	I4	M		TRUE	1041		P14	PSC
Active	Administrative Specl (HEOa)	400575	Admin Specl	04099	HE Assistant	I4	N		TRUE	2830		P14	PSC
Active	Admissions Advisor (aHEO)	400085	Admissions Advisor-aHEO	04017	Assistant to HEO	I4	N		TRUE	1125		P14	PSC
Active	Admissions Coord (aHEO)	400088	Admissions Coord	04017	Assistant to HEO	I4	N		TRUE	1123		P14	PSC
Active	Admissions Dir (HEO)	400122	Admissions Dir	04097	HE Officer	I4	M		TRUE	1126		P14	PSC
Active	Admissions Mgr (HEA)	400110	Admissions Mgr	04075	HE Associate	I4	M		TRUE	1128		P14	PSC
Active	Admissions Specl (HEOa)	400101	Admissions Specl	04099	HE Assistant	I4	N		TRUE	1132		P14	PSC
Active	Admissions Sr Advisor (HEOa)	400099	Admissions Advisor Sr-HEOa	04099	HE Assistant	I4	N		TRUE	1133		P14	PSC
Active	Alumni Relations Dir (HEO)	400552	Development Alumni Rels Dir	04097	HE Officer	I4	M		TRUE	1178		P14	PSC
Active	Alumni Relations Mgr (HEA)	400551	Development Alumni Rels Mgr	04075	HE Associate	I4	M		TRUE	1180		P14	PSC
Active	Alumni Relations Specl (HEOa)	400550	Development Alumni Rels Specl	04099	HE Assistant	I4	A		TRUE	1181		P14	PSC
Active	Art Center-Museum Coord (aHEO)	400692	Art Center-Museum Coord	04017	Assistant to HEO	I4	N		TRUE	2850		P14	PSC
Active	Art Center-Museum Dir - Curator (HEO)	400691	Art Center-Museum Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Art Center-Museum Mgr - Curator (HEA)	400690	Art Center-Museum Mgr	04075	HE Associate	I4	A		FALSE	Limited recruitmen		P14	PSC

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Active	Art Center-Museum Specl (HEOa)	400689	Art Center-Museum Specl	04099	HE Assistant	I4	A		TRUE	3021		P14	PSC
Active	Assistant Professor	300007	Asst Professor	04008	Assistant Professor	I2	P		TRUE	6145		P14	PSC
Active	Assistant Professor - Counselor	300064	Asst Professor-Counselor	04008	Assistant Professor	I2	P		TRUE	6176		P14	PSC
Active	Assistant Professor - Librarian	300054	Asst Professor-Librarian	04008	Assistant Professor	I2	P		TRUE	6219		P14	PSC
Active	Assistant Professor - Program Administrator	300058	Asst Professor-Prog Admin	04008	Assistant Professor	I2	M		TRUE	6220		P14	PSC
Active	Assistant Professor H	300008	Asst Professor H	04607	Assistant Professor Hourly	I2	P		FALSE	NA		P14	PSC
Active	Associate Professor	300005	Assc Professor	04024	Associate Professor	I2	P		TRUE	6168		P14	PSC
Active	Associate Professor - Counselor	300051	Assc Professor-Counselor	04024	Associate Professor	I2	P		TRUE	6216		P14	PSC
Active	Associate Professor - Librarian	300053	Assc Professor-Librarian	04024	Associate Professor	I2	P		TRUE	6217		P14	PSC
Active	Associate Professor - Program Administrator	300057	Assc Professor-Program Admin	04024	Associate Professor	I2	M		TRUE	6218		P14	PSC
Active	Associate Professor H	300006	Assc Professor H	04606	Associate Professor Hourly	I2	P		FALSE	NA		P14	PSC
Active	Chief College Laboratory Technician - Library	301107	Chief College Lab Tech-Library	04693	Chief College Lab Tech	I3	M		FALSE	Limited recruitmen		P14	PSC
Active	Chief College Laboratory Technician H	301004	Chief College Lab Tech H	04694	Chief College Lab Tech Hourly	I3	P		FALSE	NA		P14	PSC
Active	Chief College Laboratory Technician-Classroom FT	301003	Chief College Lab Tech-Class	04693	Chief College Lab Tech	I3	P		TRUE	1153		P14	PSC
Active	Clinical Professor	300009	Clinical Professor	04124	Clinical Professor	I2	P		TRUE	6177		P14	PSC
Active	College Laboratory Technician - Classroom FT	301011	College Lab Tech-Class	04058	College Lab Tech	I3	N		TRUE	1888		P14	PSC
Active	College Laboratory Technician - Library	301101	College Lab Tech-Library	04058	College Lab Tech	I3	N		TRUE	2768		P14	PSC
Active	College Laboratory Technician H	301012	College Lab Tech H	04611	College Lab Tech Hourly	I3	N		FALSE	NA		P14	PSC
Active	Communications and Coll Rels Coord (aHEO)	400659	Comms and Coll Rels Coord	04017	Assistant to HEO	I4	N		FALSE	Limited recruitmen		P14	PSC
Active	Communications and Coll Rels Dir (HEO)	400681	Comms and Coll Rels Dir	04097	HE Officer	I4	M	EXCL	TRUE	1209		P15	PSC
Active	Communications and Coll Rels Mgr (HEA)	400650	Comms and Coll Rels Mgr	04075	HE Associate	I4	M		TRUE	1210		P14	PSC
Active	Communications and Coll Rels Specl (HEOa)	400651	Comms and Coll Rels Specl	04099	HE Assistant	I4	N		TRUE	1211		P14	PSC
Active	Communications Broadcast and Multimedia Prod Coord (aHEO)	400381	Comms Broadcast-MM Prod Coord	04017	Assistant to HEO	I4	N		TRUE	4321		P14	PSC
Active	Communications Broadcast and Multimedia Prod Dir (HEO)	400816	Comms Broadcast-MM Prod Dir	04097	HE Officer	I4	M		TRUE	1212		P14	PSC
Active	Communications Broadcast and Multimedia Prod Mgr (HEA)	400502	Comms Broadcast-MM Prod Mgr	04075	HE Associate	I4	M		TRUE	1213		P14	PSC
Active	Communications Broadcast and Multimedia Prod Specl (HEOa)	400907	Comms Broadcast-MM Prod Specl	04099	HE Assistant	I4	A		FALSE	Limited recruitmen		P14	PSC
Active	Communications Electronic Media Mgr (HEA)	400080	Comms Electronic Media Mgr	04075	HE Associate	I4	A		TRUE	4981		P14	PSC
Active	Communications Government Relations Dir (HEO)	400939	Comms Govt Rels Dir	04097	HE Officer	I4	M		TRUE	2045		P14	PSC
Active	Communications Government Relations Mgr (HEA)	400081	Comms Govt Rels Mgr	04075	HE Associate	I4	M		TRUE	6184		P14	PSC
Active	Communications Marketing Dir (HEO)	400935	Comms Marketing Dir	04097	HE Officer	I4	M		TRUE	2619		P14	PSC
Active	Communications Marketing Manager (HEA)	400942	Comms Marketing Mgr	04075	HE Associate	I4	M		TRUE	2268		P14	PSC
Active	Communications Publications Design Coord (aHEO)	400546	Comms Pubs Design Coord	04017	Assistant to HEO	I4	N		TRUE	1214		P14	PSC
Active	Communications Publications Design Dir (HEO)	400394	Comms Pubs Design Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Communications Publications Design Mgr (HEA)	400397	Comms Pubs Design Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Communications Publications Design Specl (HEOa)	400386	Comms Pubs Design Specl	04099	HE Assistant	I4	A		TRUE	1215		P14	PSC
Active	Communications Publications Editorial Dir (HEO)	400391	Comms Pubs Editorial Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Communications Publications Editorial Mgr (HEA)	400383	Comms Pubs Editorial Mgr	04075	HE Associate	I4	M		TRUE	1383		P14	PSC
Active	Communications Publications Writer (aHEO)	400405	Comms Pubs Writer-aHEO	04017	Assistant to HEO	I4	N		TRUE	1217		P14	PSC
Active	Communications Publications Writer-Editor (HEOa)	400510	Comms Pubs Writer-Editor-HEOa	04099	HE Assistant	I4	N		TRUE	1218		P14	PSC
Active	Community Outreach Program Manager (HEA)	400928	Community Outreach Prog Mgr	04075	HE Associate	I4	M		TRUE	1562		P14	PSC
Active	Community Outreach Programs Director (HEO)	400037	Community Outreach Prog Dir	04097	HE Officer	I4	M		TRUE	4984		P14	PSC
Active	Confidential Business Manager (HEO)	400508	Confidential Business Mgr-HEO	04097	HE Officer	I4	M	EXCL	TRUE	1061		P15	PSC

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Active	Confidential Executive Assistant - Secretary (HEOa)	400885	Confidential Exec Asst-HEOa	04099	HE Assistant	I4	N	EXCL	TRUE	1063		P15	PSC
Active	Confidential Executive Associate (HEA)	400886	Confidential Exec Assc-HEA	04075	HE Associate	I4	M	EXCL	TRUE	1066		P15	PSC
Active	Confidential Executive Coordinator (aHEO)	400884	Confidential Exec Coord	04017	Assistant to HEO	I4	N	EXCL	TRUE	1069		P15	PSC
Active	Confidential Executive Officer (HEO)	400887	Confidential Exec Officer-HEO	04097	HE Officer	I4	M	EXCL	TRUE	1071		P15	PSC
Active	Continuing Education Coord (aHEO)	400293	Continuing Education Coord	04017	Assistant to HEO	I4	N		TRUE	1220		P14	PSC
Active	Continuing Education Dir (HEO)	400297	Continuing Education Dir	04097	HE Officer	I4	M	EXCL	TRUE	1221		P15	PSC
Active	Continuing Education Mgr (HEA)	400290	Continuing Education Mgr	04075	HE Associate	I4	M		TRUE	1222		P14	PSC
Active	Continuing Education Specl (HEOa)	400291	Continuing Education Specl	04099	HE Assistant	I4	A		TRUE	1223		P14	PSC
Active	Continuing Education Teacher - CLIP H	300065	Continuing Ed CLIP Teacher H	04625	Continuing Ed Teacher-Hourly	I5	P		TRUE	6221		P14	PSC
Active	Continuing Education Teacher - Hourly	300011	Continuing Ed Teacher H	04625	Continuing Ed Teacher-Hourly	I5	P		TRUE	6224		P14	PSC
Active	Continuing Education Teacher - Per Credit	300010	Continuing Ed Teacher Credit	04626	Continuing Ed Teacher-Credit	I5	P		TRUE	6222		P14	PSC
Active	Development Coord (aHEO)	400582	Development Coord	04017	Assistant to HEO	I4	N		TRUE	1382		P14	PSC
Active	Development Corp and Foundation Rels Dir (HEO)	400530	Development Corp Fdn Rels Dir	04097	HE Officer	I4	M		TRUE	1185		P14	PSC
Active	Development Corp and Foundation Rels Mgr (HEA)	400558	Development Corp Fdn Rels Mgr	04075	HE Associate	I4	M		TRUE	1186		P14	PSC
Active	Development Dir (HEO)	400560	Development Dir	04097	HE Officer	I4	M		TRUE	1187		P14	PSC
Active	Development Grants Dir (HEO)	400532	Development Grants Dev Dir	04097	HE Officer	I4	M		TRUE	1188		P14	PSC
Active	Development Grants Mgr (HEA)	400533	Development Grants Dev Mgr	04075	HE Associate	I4	P		FALSE	Limited recruitmen		P14	PSC
Active	Development Grants Specl (HEOa)	400547	Development Grants Dev Specl	04099	HE Assistant	I4	A		TRUE	1190		P14	PSC
Active	Development Mgr (HEA)	400594	Development Mgr	04075	HE Associate	I4	M		TRUE	1192		P14	PSC
Active	Development Officer (HEO)	400534	Development Officer-HEO	04097	HE Officer	I4	P		TRUE	3354		P14	PSC
Active	Development Partnerships Director (HEO)	400036	Development Partnerships Dir	04097	HE Officer	I4	M		TRUE	4354		P14	PSC
Active	Development Research Mgr (HEA)	400593	Development Research Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Development Research Specl (HEOa)	400892	Development Research Specl	04099	HE Assistant	I4	A		TRUE	1966		P14	PSC
Active	Development Specl (HEOa)	400592	Development Specl	04099	HE Assistant	I4	N		TRUE	1193		P14	PSC
Active	Distinguished Lecturer	300012	Distinguished Lecturer	04103	Distinguished Lecturer	I2	P		TRUE	6180		P14	PSC
Active	Distinguished Professor	300013	Disinguished Professor	04107	Distinguished Professor	I2	P		FALSE	Honorary Title		P14	PSC
Active	Distinguished Professor - External	300059	Distinguished Prof - External	04107	Distinguished Professor	I2	P		FALSE	Limited recruitmen		P14	PSC
Active	Einstein Professor	300014	Einstein Professor	04627	Einstein Professor	I2	P		FALSE	Limited recruitmen		P14	PSC
Active	Enrollment Bursar Coord (aHEO)	400042	Enrollment Bursar Coord	04017	Assistant to HEO	I4	N		TRUE	1196		P14	PSC
Active	Enrollment Bursar Dir (HEO)	400044	Enrollment Bursar Dir	04097	HE Officer	I4	M		TRUE	1197		P14	PSC
Active	Enrollment Bursar Mgr (HEA)	400038	Enrollment Bursar Mgr	04075	HE Associate	I4	M		TRUE	1198		P14	PSC
Active	Enrollment Bursar Specl (HEOa)	400045	Enrollment Bursar Specl	04099	HE Assistant	I4	N		TRUE	1199		P14	PSC
Active	Enrollment Coord (aHEO)	400538	Enrollment Coord	04017	Assistant to HEO	I4	N		TRUE	2575		P14	PSC
Active	Enrollment Dir (HEO)	400537	Enrollment Dir	04097	HE Officer	I4	M		TRUE	1201		P14	PSC
Active	Enrollment Mgr (HEA)	400524	Enrollment Mgr	04075	HE Associate	I4	M		TRUE	1202		P14	PSC
Active	Enrollment Registrar Coord (aHEO)	400055	Enrollment Registrar Coord	04017	Assistant to HEO	I4	M		TRUE	1203		P14	PSC
Active	Enrollment Registrar Dir (HEO)	400064	Enrollment Registrar Dir	04097	HE Officer	I4	N		TRUE	1204		P14	PSC
Active	Enrollment Registrar Mgr (HEA)	400051	Enrollment Registrar Mgr	04075	HE Associate	I4	M		TRUE	1205		P14	PSC
Active	Enrollment Registrar Specl (HEOa)	400066	Enrollment Registrar Specl	04099	HE Assistant	I4	N		TRUE	1206		P14	PSC
Active	Enrollment Specl (HEOa)	400535	Enrollment Specl	04099	HE Assistant	I4	N		TRUE	1207		P14	PSC
Active	Envir Health and Safety Coord (aHEO)	400580	Envir Health and Safety Coord	04017	Assistant to HEO	I4	N		TRUE	1238		P14	PSC
Active	Envir Health and Safety Dir (HEO)	400158	Envir Health and Safety Dir	04097	HE Officer	I4	M	EXCL	TRUE	1239		P15	PSC

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	Active Titles - May 2013												
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Active	Envir Health and Safety Mgr (HEA)	400159	Envir Health and Safety Mgr	04075	HE Associate	I4	M	EXCL	TRUE	1240		P15	PSC
Active	Envir Health and Safety Specl (HEOa)	400160	Envir Health and Safety Specl	04099	HE Assistant	I4	A		TRUE	3329		P14	PSC
Active	Facilities Planning Dir (HEO)	400617	Facilities Planning Dir	04097	HE Officer	I4	M		TRUE	1384		P14	PSC
Active	Facilities Property Coord (aHEO)	400597	Facilities Property Coord	04017	Assistant to HEO	I4	N		TRUE	1246		P14	PSC
Active	Facilities Property Mgr (HEA)	400683	Facilities Property Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Facilities Property Specl (HEOa)	400688	Facilities Property Specl	04099	HE Assistant	I4	N		TRUE	1247		P14	PSC
Active	Faculty Open Rank	300018	Faculty Open Rank	00000	Does Not Apply	I2	P		TRUE	6165 and 6166		P14	PSC
Active	Finance and Business Affairs Dir (HEO)	400890	Finance and Business Aff Dir	04097	HE Officer	I4	M		TRUE	1113		P14	PSC
Active	Finance Budget Coord (aHEO)	400507	Finance Budget Coord	04017	Assistant to HEO	I4	N		TRUE	1116		P14	PSC
Active	Finance Budget Dir (HEO)	400506	Finance Budget Dir	04097	HE Officer	I4	M		TRUE	1118		P14	PSC
Active	Finance Budget Mgr (HEA)	400505	Finance Budget Mgr	04075	HE Associate	I4	M		TRUE	1121		P14	PSC
Active	Finance Budget Specl (HEOa)	400504	Finance Budget Specl	04099	HE Assistant	I4	A		TRUE	1122		P14	PSC
Active	Finance Controller (HEO)	400325	Finance Controller-HEO	04097	HE Officer	I4	M		TRUE	1124		P14	PSC
Active	Finance Coord (aHEO)	400320	Finance Coord	04017	Assistant to HEO	I4	N		TRUE	1127		P14	PSC
Active	Finance Mgr (HEA)	400330	Finance Mgr	04075	HE Associate	I4	M		TRUE	1129		P14	PSC
Active	Finance Payments Specl (HEOa)	400512	Finance Payments Specl	04099	HE Assistant	I4	A		TRUE	3546		P14	PSC
Active	Finance Procurement Dir (HEO)	400545	Finance Procurement Dir	04097	HE Officer	I4	M		TRUE	1131		P14	PSC
Active	Finance Procurement Mgr (HEA)	400544	Finance Procurement Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Finance Procurement Specl (HEOa)	400543	Finance Procurement Specl	04099	HE Assistant	I4	N		TRUE	3474		P14	PSC
Active	Finance Specl (HEOa)	400332	Finance Specl	04099	HE Assistant	I4	A		TRUE	1145		P14	PSC
Active	Financial Aid Advisor (aHEO)	400009	Financial Aid Advisor-aHEO	04017	Assistant to HEO	I4	N		TRUE	1154		P14	PSC
Active	Financial Aid Advisor-Sr (HEOa)	400010	Financial Aid Advisor Sr-HEOa	04099	HE Assistant	I4	N		TRUE	1156		P14	PSC
Active	Financial Aid Compliance Mgr (HEA)	400587	Financial Aid Compliance Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Financial Aid Compliance Specl (HEOa)	400586	Financial Aid Compliance Specl	04099	HE Assistant	I4	A		FALSE	Limited recruitmen		P14	PSC
Active	Financial Aid Coord (aHEO)	400013	Financial Aid Coord	04017	Assistant to HEO	I4	N		TRUE	1159		P14	PSC
Active	Financial Aid Dir (HEO)	400018	Financial Aid Dir	04097	HE Officer	I4	M		TRUE	1161		P14	PSC
Active	Financial Aid Grant Admin Specl (HEOa)	400585	Financial Aid Grant Schol Spec	04099	HE Assistant	I4	N		FALSE	Limited recruitmen		P14	PSC
Active	Financial Aid Loans Specl (HEOa)	400572	Financial Aid Loans Specl	04099	HE Assistant	I4	N		TRUE	1163		P14	PSC
Active	Financial Aid Mgr (HEA)	400583	Financial Aid Mgr	04075	HE Associate	I4	M		TRUE	1165		P14	PSC
Active	Financial Aid Specl (HEOa)	400020	Financial Aid Specl	04099	HE Assistant	I4	A		TRUE	1167		P14	PSC
Active	Financial Aid Work-Study Specl (HEOa)	400595	Financial Aid Work Study Specl	04099	HE Assistant	I4	N		FALSE	Limited recruitmen		P14	PSC
Active	Graduate Assistant A	301008	Graduate Assistant A	04081	Graduate Assistant A	I2	P		FALSE	NA		P14	PSC
Active	Graduate Assistant B	301009	Graduate Assistant B	04082	Graduate Assistant B	I2	P		FALSE	NA		P14	PSC
Active	Graduate Assistant C	301010	Graduate Assistant C	04083	Graduate Assistant C	I2	P		FALSE	NA		P14	PSC
Active	Graduate Assistant D	301109	Graduate Assistant D	04085	Graduate Assistant D	I2	P		FALSE	NA		P14	PSC
Active	HR Affirmative Action Mgr (HEA)	400642	HR Affirmative Action Mgr	04075	HE Associate	I4	M	EXCL	FALSE	Limited recruitmen		P15	PSC
Active	HR Affirmative Action Specl (HEOa)	400640	HR Affirmative Action Specl	04099	HE Assistant	I4	A	EXCL OPT	TRUE	5978		P14	PSC
Active	HR Benefits Coord (aHEO)	400166	HR Benefits Coord	04017	Assistant to HEO	I4	N	EXCL OPT	TRUE	1174		P14	PSC
Active	HR Benefits Mgr (HEA)	400638	HR Benefits Mgr	04075	HE Associate	I4	M	EXCL OPT	FALSE	Limited recruitmen		P14	PSC
Active	HR Benefits Specl (HEOa)	400174	HR Benefits Specl	04099	HE Assistant	I4	N	EXCL OPT	TRUE	1177		P14	PSC
Active	HR Chief Diversity Officer (HEO)	400641	HR Chief Diversity Officer-HEO	04097	HE Officer	I4	M	EXCL	TRUE	1172		P15	PSC
Active	HR Coord (aHEO)	400164	HR Coord	04017	Assistant to HEO	I4	N	EXCL OPT	TRUE	1179		P14	PSC

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Active	HR Dir (HEO)	400170	HR Dir	04097	HE Officer	I4	M	EXCL	TRUE	1182		P15	PSC
Active	HR Employee Relations Dir (HEO)	400171	HR Employee Relations Dir	04097	HE Officer	I4	P	EXCL	TRUE	5531		P15	PSC
Active	HR Generalist (HEOa)	400172	HR Generalist-HEOa	04099	HE Assistant	I4	A	EXCL OPT	FALSE	Limited recruitmen		P14	PSC
Active	HR Mgr (HEA)	400647	HR Mgr	04075	HE Associate	I4	M	EXCL	TRUE	1184		P15	PSC
Active	HR Payroll Coord (aHEO)	400186	HR Payroll Coord	04017	Assistant to HEO	I4	N		TRUE	1189		P14	PSC
Active	HR Payroll Mgr (HEA)	400182	HR Payroll Mgr	04075	HE Associate	I4	M		TRUE	1191		P14	PSC
Active	HR Payroll Specl (HEOa)	400183	HR Payroll Specl	04099	HE Assistant	I4	N		TRUE	1194		P14	PSC
Active	HR Specl (HEOa)	400629	HR Specl	04099	HE Assistant	I4	N		TRUE	1195		P14	PSC
Active	HR Training Manager (HEA)	400877	HR Training Mgr	04075	HE Associate	I4	M	EXCL OPT	TRUE	5638		P14	PSC
Active	HR Training Specl (HEOa)	400628	HR Training Specl	04099	HE Assistant	I4	A		TRUE	6104		P14	PSC
Active	Hunter Campus Sch Assistant Principal	300803	HCCS Asst Principal	04602	HCCS Assistant Principal	I4	M		TRUE	2047, 4295	Hunter	P14	PSC
Active	Hunter Campus Sch Assistant Principal - Admin	300804	HCCS Asst Principal Admin	04661	HCCS Asst Principal Admin	I4	M	EXCL	TRUE	5976	Hunter	P15	PSC
Active	Hunter Campus Sch Assistant Teacher	300805	HCCS Asst Teacher	04603	HCCS Assistant Teacher	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Coach H	300806	HCCS Coach H	04692	HCCS Coach	I4	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch College Laboratory Technician	300807	HCCS College Lab Tech	04734	HCCS College Lab Tech	I3	N		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch College Laboratory Technician H	300808	HCCS College Lab Tech H	04748	HCCS College Lab Tech Hourly	I3	N		FALSE	NA	Hunter	P14	PSC
Active	Hunter Campus Sch Educational and Vocational Counselor	300810	HCCS Edu Voc Counselor	04084	HCCS Edu Voc Counselor	I4	P		FALSE	4302; CANCELLED	Hunter	P14	PSC
Active	Hunter Campus Sch Elementary Principal-Non ECP	300825	HCCS Principal Elem Sch	04697	HCCS Principal - Elementary Sc	I4	E	EXCL	FALSE	Limited recruitmen	Hunter	P15	PSC
Active	Hunter Campus Sch Guidance Counselor	300811	HCCS Guidance Counselor	04133	HCCS Guidance Counselor	I4	P		TRUE	4586	Hunter	P14	PSC
Active	Hunter Campus Sch Principal	300824	HCCS Principal	04106	HCCS Principal	I4	E	EXCL	TRUE	4576	Hunter	P15	PSC
Active	Hunter Campus Sch Senior College Lab Technician	300812	HCCS Senior College Lab Tech	04724	HCCS Sr College Lab Tech	I3	N		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Senior College Lab Technician H	300813	HCCS Senior College Lab Tech H	04744	HCCS Sr College Lab Tech Hourl	I3	N		FALSE	NA	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher	300814	HCCS Teacher	04140	HCCS Teacher	I2	P		TRUE	2691 (Elem)	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher 1H	300815	HCCS Teacher 1H	04139	HCCS Teacher Hourly	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher 2H	300816	HCCS Teacher 2H	04139	HCCS Teacher Hourly	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher 3H	300817	HCCS Teacher 3H	04139	HCCS Teacher Hourly	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher 4H	300818	HCCS Teacher 4H	04139	HCCS Teacher Hourly	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher 5H	300819	HCCS Teacher 5H	04139	HCCS Teacher Hourly	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher Library	300820	HCCS Teacher Library	04142	HCCS Teacher Library	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher Substitute	300821	HCCS Teacher Substitute	04135	HCCS Teacher Substitute	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher Substitute Daily	300822	HCCS Teacher Substitute Daily	04617	HCCS Teacher Substitute Daily	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher Temp	300823	HCCS Teacher Temp	04140	HCCS Teacher	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Hunter Campus Sch Teacher-Learning Specialist	300827	HCCS Teacher-Learning Specl	04140	HCCS Teacher	I2	P		FALSE	Limited recruitmen	Hunter	P14	PSC
Active	Institutional Research Analyst (aHEO)	400516	Instit Research Analyst-aHEO	04017	Assistant to HEO	I4	N		TRUE	2722		P14	PSC
Active	Institutional Research Dir (HEO)	400515	Instit Research Dir	04097	HE Officer	I4	M		TRUE	1250		P14	PSC
Active	Institutional Research Lead Analyst (HEO)	400514	Instit Research Lead-HEO	04097	HE Officer	I4	M		TRUE	1251		P14	PSC
Active	Institutional Research Mgr (HEA)	400517	Instit Research Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Institutional Research Specl (HEOa)	400513	Instit Research Specl	04099	HE Assistant	I4	M		TRUE	1256		P14	PSC
Active	Instructor	300019	Instructor	04090	Instructor	I2	A		TRUE	1257		P14	PSC
Active	Instructor H	300020	Instructor H	04609	Instructor Hourly	I2	P		TRUE	6171		P14	PSC
Active	Instructor Nursing Science	300021	Instructor Nursing Sci	04098	Instructor Nursing Science	I2	P		FALSE	NA		P14	PSC
Active	Instructor-Librarian	300067	Instructor-Librarian	04090	Instructor	I2	P		TRUE	6181		P14	PSC

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Active	IT Academic Applications Coord (aHEO)	400610	IT Academic Applications Coord	04017	Assistant to HEO	I4	N		TRUE	6445		P14	PSC
Active	IT Academic Applications Dir (HEO)	400609	IT Academic Applications Dir	04097	HE Officer	I4	M		TRUE	1259		P14	PSC
Active	IT Academic Applications Mgr (HEA)	400596	IT Academic Applications Mgr	04075	HE Associate	I4	M		TRUE	1260		P14	PSC
Active	IT Academic Applications Specl (HEOa)	400607	IT Academic Applications Specl	04099	HE Assistant	I4	A		TRUE	1261		P14	PSC
Active	IT Academic Technology Coord (aHEO)	400619	IT Academic Technology Coord	04017	Assistant to HEO	I4	N		TRUE	1262		P14	PSC
Active	IT Academic Technology Dir (HEO)	400605	IT Academic Technology Dir	04097	HE Officer	I4	M		TRUE	1263		P14	PSC
Active	IT Academic Technology Mgr (HEA)	400604	IT Academic Technology Mgr	04075	HE Associate	I4	M		TRUE	1264		P14	PSC
Active	IT Academic Technology Specl (HEOa)	400603	IT Academic Technology Specl	04099	HE Assistant	I4	A		TRUE	1265		P14	PSC
Active	IT Technology Training Mgr (HEA)	400645	IT Technology Training Mgr	04075	HE Associate	I4	M		TRUE	7179		P14	PSC
Active	IT Technology Training Specl (HEOa)	400644	IT Technology Training Specl	04099	HE Assistant	I4	A		TRUE	7087		P14	PSC
Active	Law School Adjunct Assistant Professor	300602	Law Adj Asst Professor	04683	Law Adj Assistant Professor	I2	P		FALSE	Limited recruitmen	Law School	P14	PSC
Active	Law School Adjunct Associate Professor	300601	Law Adj Assc Professor	04682	Law Adj Associate Professor	I2	P		FALSE	Limited recruitmen	Law School	P14	PSC
Active	Law School Adjunct Professor	300603	Law Adj Professor	04681	Law Adj Professor	I2	P		FALSE	Limited recruitmen	Law School	P14	PSC
Active	Law School Assistant Professor	300605	Law Asst Professor	04676	Law Assistant Professor	I2	P		TRUE	6190	Law School	P14	PSC
Active	Law School Associate Professor	300604	Law Assc Professor	04675	Law Associate Professor	I2	P		TRUE	6189	Law School	P14	PSC
Active	Law School Distinguished Lecturer	300606	Law Dist Lecturer	04113	Law Distinguished Lecturer	I2	P		FALSE	Limited recruitmen	Law School	P14	PSC
Active	Law School Distinguished Professor	300607	Law Distinguished Professor	04691	Law Distinguished Professor	I2	P		FALSE	Honorary Title	Law School	P14	PSC
Active	Law School Distinguished Professor - External	300619	Law Dist Professor - External	04691	Law Distinguished Professor	I2	P		FALSE	Limited recruitmen	Law School	P14	PSC
Active	Law School Faculty Open Rank	300608	Law Faculty Open Rank	00000	Does Not Apply	I2	P		TRUE	6167	Law School	P14	PSC
Active	Law School Instructor	300609	Law Instructor	04677	Law Instructor	I2	P		TRUE	6191	Law School	P14	PSC
Active	Law School Lecturer-Monthly	300610	Law Lecturer	04684	Law Lecturer	I2	P		FALSE	NA	Law School	P14	PSC
Active	Law School Library Assistant Professor	300612	Law Library Asst Professor	04680	Law Library Asst Professor	I2	P		TRUE	6228 - Use Open Rank	Law School	P14	PSC
Active	Law School Library Associate Professor	300611	Law Library Assc Professor	04679	Law Library Assoc Professor	I2	P		TRUE	6228 - Use Open Rank	Law School	P14	PSC
Active	Law School Library Faculty Open Rank	300621	Law Library Faculty Open Rank	00000	Does Not Apply	I2	P		TRUE	6228	Law School	P14	PSC
Active	Law School Library Professor	300613	Law Library Professor	04709	Law Library Professor	I2	P		TRUE	6228 - Use Open Rank	Law School	P14	PSC
Active	Law School Non Teaching Adjunct 1	300614	Law Non-Teaching Adjunct 1	04340	Law Non-Teaching Adjunct 1	I4	N		FALSE	Limited recruitmen	Law School	P14	PSC
Active	Law School Non Teaching Adjunct 2	300615	Law Non-Teaching Adjunct 2	04341	Law Non-Teaching Adjunct 2	I4	A		FALSE	Limited recruitmen	Law School	P14	PSC
Active	Law School Non Teaching Adjunct 3	300616	Law Non-Teaching Adjunct 3	04342	Law Non-Teaching Adjunct 3	I4	A		FALSE	Limited recruitmen	Law School	P14	PSC
Active	Law School Professor	300617	Law Professor	04671	Law Professor	I2	P		TRUE	6192	Law School	P14	PSC
Active	Law School Professor - Librarian	300620	Law Professor-Librarian	04671	Law Professor	I2	P	EXCL	FALSE	NA	Law School	P15	PSC
Active	Law School University Professor	300618	Law Univ Professor	04710	Law University Professor	I2	P		FALSE	Honorary Title	Law School	P14	PSC
Active	Lecturer	300022	Lecturer	04096	Lecturer	I2	P		TRUE	6170		P14	PSC
Active	Lecturer - Counselor	300060	Lecturer-Counselor	04096	Lecturer	I2	P		FALSE	Limited recruitmen		P14	PSC
Active	Lecturer Doctoral Schedule	300024	Lecturer Doc Sch	04065	Lecturer Doctoral Schedule	I2	P		TRUE	6193		P14	PSC
Active	Lecturer Doctoral Schedule - Counselor	300061	Lecturer Doc Sch-Counselor	04065	Lecturer Doctoral Schedule	I2	P		FALSE	Limited recruitmen		P14	PSC
Active	Lecturer H	300025	Lecturer H	04608	Lecturer Hourly	I2	P		FALSE	NA		P14	PSC
Active	Lecturer Nursing Science H	300023	Lecturer Nursing Sci H	04610	Lecturer Nursing Sciences Hour	I2	P		FALSE	NA		P14	PSC
Active	Legal Coord - Paralegal (aHEO)	400511	Legal Coord-Paralegal	04017	Assistant to HEO	I4	N		TRUE	1021		P14	PSC
Active	Legal Counsel - Student Assistance (HEA)	400903	Univ Legal Counsel Stdt-HEA	04075	HE Associate	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Legal Counsel and Labor Relations Dir (HEO)	400626	Legal Counsel-Labor Rels Dir	04097	HE Officer	I4	M	EXCL	TRUE	1024		P15	PSC
Active	Legal Counsel and Labor Relations Mgr (HEA)	400625	Legal Counsel-Labor Rels Mgr	04075	HE Associate	I4	M	EXCL	TRUE	1026		P15	PSC
Active	Legal Counsel to President (HEO)	400523	Legal Counsel to President-HEO	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen		P15	PSC

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Active	Legal Specl - Paralegal (HEOa)	400509	Legal Specl - Paralegal	04099	HE Assistant	I4	N		TRUE	1031		P14	PSC
Active	Library Archivist (HEA)	400346	Library Archivist-HEA	04075	HE Associate	I4	M		TRUE	1267		P14	PSC
Active	Library Assoc Librarian (HEA)	400349	Library Assoc Librarian-HEA	04075	HE Associate	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Library Coord (aHEO)	400339	Library Coord	04017	Assistant to HEO	I4	N		TRUE	1268		P14	PSC
Active	Library Facilities Dir (HEO)	400916	Library Facilities Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Library Faculty Open Rank	300068	Library Faculty Open Rank	00000	Does Not Apply	I2	P		TRUE	6447		P14	PSC
Active	Library Mgr (HEA)	400336	Library Mgr	04075	HE Associate	I4	M		TRUE	1269		P14	PSC
Active	Library Specl (HEOa)	400338	Library Specl	04099	HE Assistant	I4	A		TRUE	1270		P14	PSC
Active	Medical Adjunct Assistant Professor - Basic	300403	Med Adj Asst Prof Basic	04621	Medical Adj Asst Professor Bas	I2	P		FALSE	CCNY Request	CCNY	P14	PSC
Active	Medical Adjunct Assistant Professor - Clinical	300404	Med Adj Asst Prof Clinical	04618	Medical Adj Asst Professor Cli	I2	P		FALSE	CCNY Request	CCNY	P14	PSC
Active	Medical Adjunct Associate Professor - Basic	300401	Med Adj Assc Prof Basic	04622	Medical Adj Assoc Professor Ba	I2	P		FALSE	CCNY Request	CCNY	P14	PSC
Active	Medical Adjunct Associate Professor - Clinical	300402	Med Adj Assc Prof Clinical	04619	Medical Adj Assoc Professor Cl	I2	P		FALSE	CCNY Request	CCNY	P14	PSC
Active	Medical Adjunct Lecturer	300407	Med Adj Lecturer	04616	Medical Adj Lecturer	I2	P		FALSE	CCNY Request	CCNY	P14	PSC
Active	Medical Adjunct Professor - Basic	300406	Med Adj Professor Basic	04623	Medical Adj Professor Basic	I2	P		FALSE	CCNY Request	CCNY	P14	PSC
Active	Medical Adjunct Professor - Clinical	300405	Med Adj Professor Clinical	04620	Medical Adj Professor Clinical	I2	P		FALSE	CCNY Request	CCNY	P14	PSC
Active	Medical Assistant Professor - Basic	300410	Med Asst Professor Basic	04302	Medical Assistant Professor Ba	I2	P		TRUE	6196	CCNY	P14	PSC
Active	Medical Assistant Professor - Clinical	300411	Med Asst Professor Clinical	04305	Medical Assistant Professor Cl	I2	P		TRUE	6197	CCNY	P14	PSC
Active	Medical Associate Professor - Basic	300408	Med Assc Professor Basic	04301	Medical Associate Professor Ba	I2	P		TRUE	6194	CCNY	P14	PSC
Active	Medical Associate Professor - Clinical	300409	Med Assc Professor Clinical	04304	Medical Associate Professor Cl	I2	P		TRUE	6195	CCNY	P14	PSC
Active	Medical Distinguished Lecturer	300416	Med Dist Lecturer	04111	Medical Distinguished Lecturer	I2	P		FALSE	CCNY Request	CCNY	P14	PSC
Active	Medical Faculty Open Rank	300415	Med Faculty Open Rank	00000	Does Not Apply	I2	P		TRUE	6198	CCNY	P14	PSC
Active	Medical Faculty Open Rank - Basic	300417	Med Faculty Open Rank Basic	00000	Does Not Apply	I2	P		TRUE	6199	CCNY	P14	PSC
Active	Medical Faculty Open Rank - Clinical	300418	Med Faculty Open Rank Clinical	00000	Does Not Apply	I2	P		TRUE	6200	CCNY	P14	PSC
Active	Medical Lecturer	300412	Med Lecturer	04615	Medical Lecturer	I2	P		TRUE	6201	CCNY	P14	PSC
Active	Medical Professor - Basic	300413	Med Professor Basic	04300	Medical Professor Basic Scienc	I2	P		TRUE	6202	CCNY	P14	PSC
Active	Medical Professor - Clinical	300414	Med Professor Clinical	04303	Medical Professor Clinical	I2	P		TRUE	6203	CCNY	P14	PSC
Active	Non Teaching Adjunct 1	301013	Admin Non-Teaching Adjunct 1	04689	Non-Teaching Adjunct 1	I4	N		TRUE	1117		P14	PSC
Active	Non Teaching Adjunct 1 - Doctoral Student	301111	Admin Non-Teaching Adj Doct 1	04689	Non-Teaching Adjunct 1	I4	N		TRUE	1130		P14	PSC
Active	Non Teaching Adjunct 2	301014	Admin Non-Teaching Adjunct 2	04688	Non-Teaching Adjunct 2	I4	A		TRUE	1130		P14	PSC
Active	Non Teaching Adjunct 2 - Doctoral Student	301112	Admin Non-Teaching Adj Doct 2	04688	Non-Teaching Adjunct 2	I4	A		TRUE	1130		P14	PSC
Active	Non Teaching Adjunct 3	301015	Admin Non-Teaching Adjunct 3	04687	Non-Teaching Adjunct 3	I4	A		TRUE	1130		P14	PSC
Active	Non Teaching Adjunct 4	301016	Admin Non-Teaching Adjunct 4	04686	Non-Teaching Adjunct 4	I4	A		TRUE	1130		P14	PSC
Active	Non Teaching Adjunct 5	301017	Admin Non-Teaching Adjunct 5	04685	Non-Teaching Adjunct 5	I4	A		TRUE	1130		P14	PSC
Active	Perf Arts Dir (HEO)	400674	Performing Arts Dir	04097	HE Officer	I4	M		TRUE	1314		P14	PSC
Active	Perf Arts Mgr (HEA)	400680	Performing Arts Mgr	04075	HE Associate	I4	M		TRUE	1316		P14	PSC
Active	Perf Arts Tech Coord (aHEO)	400685	Performing Arts Tech Coord	04017	Assistant to HEO	I4	N		FALSE	Limited recruitmen		P14	PSC
Active	Perf Arts Tech Mgr (HEA)	400695	Performing Arts Tech Mgr	04075	HE Associate	I4	M		TRUE	1320		P14	PSC
Active	Perf Arts Theatre Specl (HEOa)	400686	Performing Arts Specl	04099	HE Assistant	I4	N		TRUE	1322		P14	PSC
Active	Professor	300026	Professor	04108	Professor	I2	P		TRUE	6169		P14	PSC
Active	Professor - Counselor	300050	Professor-Counselor	04108	Professor	I2	P		TRUE	6230		P14	PSC
Active	Professor - Librarian	300052	Professor-Librarian	04108	Professor	I2	P		TRUE	6231		P14	PSC
Active	Professor - Program Administrator	300056	Professor-Program Admin	04108	Professor	I2	M		TRUE	6232		P14	PSC

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	Active Titles - May 2013												
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Active	Professor H	300028	Professor H	04605	Professor Hourly	I2	P		FALSE	NA		P14	PSC
Active	Research Assistant	301019	Research Assistant	04132	Research Assistant	I3	N		TRUE	1252		P14	PSC
Active	Research Associate	301018	Research Associate	04134	Research Associate	I3	P		TRUE	1253		P14	PSC
Active	Research Compliance Specl (HEOa)	400933	Research Compliance Specl	04099	HE Assistant	I4	A		TRUE	1563		P14	PSC
Active	Research Facility Supv (HEOa)	400562	Research Facil Supv-HEOa	04099	HE Assistant	I4	A		FALSE	Limited recruitmen		P14	PSC
Active	Research Programs Coord (aHEO)	400561	Research Programs Coord	04017	Assistant to HEO	I4	N		TRUE	1278		P14	PSC
Active	Research Programs Dir (HEO)	400555	Research Programs Dir	04097	HE Officer	I4	M		TRUE	1280		P14	PSC
Active	Research Programs Mgr (HEA)	400554	Research Programs Mgr	04075	HE Associate	I4	M		TRUE	1284		P14	PSC
Active	Research Programs Specl (HEOa)	400548	Research Programs Specl	04099	HE Assistant	I4	A		TRUE	1286		P14	PSC
Active	Resident Assistant Professor	300030	Resident Asst Professor	04402	Resident Assistant Professor	I2	P		FALSE	Honorary Title		P14	PSC
Active	Resident Associate Professor	300029	Resident Assc Professor	04401	Resident Associate Professor	I2	P		FALSE	Honorary Title		P14	PSC
Active	Resident Instructor	300031	Resident Instructor	04403	Resident Instructor	I2	P		FALSE	Honorary Title		P14	PSC
Active	Resident Lecturer	300032	Resident Lecturer	04404	Resident Lecturer	I2	P		FALSE	Honorary Title		P14	PSC
Active	Resident Professor	300033	Resident Professor	04400	Resident Professor	I2	P		FALSE	Honorary Title		P14	PSC
Active	Senior College Laboratory Technician - Classroom FT	301020	Sr College Lab Tech-Class	04060	Sr College Lab Tech	I3	N		TRUE	3138		P14	PSC
Active	Senior College Laboratory Technician - Exempt	301023	Sr College Lab Tech-Exempt	04060	Sr College Lab Tech	I3	P		TRUE	3139		P14	PSC
Active	Senior College Laboratory Technician - Library	301104	Sr College Lab Tech-Library	04060	Sr College Lab Tech	I3	N		TRUE	2767		P14	PSC
Active	Senior College Laboratory Technician H	301021	Sr College Lab Tech H	04612	Sr College Lab Tech Hourly	I3	N		FALSE	NA		P14	PSC
Active	Student Athletics Dir (HEO)	400220	Student Ath Dir	04097	HE Officer	I4	M		TRUE	1141		P14	PSC
Active	Student Athletics Head Coach (HEOa)	400649	Student Athl Head Coach-HEOa	04099	HE Assistant	I4	A		TRUE	1144		P14	PSC
Active	Student Athletics Head Trainer (HEA)	400615	Student Athl Head Trainer-HEA	04075	HE Associate	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Student Athletics Information Specialist (HEOa)	400222	Student Athl Info Specl	04099	HE Assistant	I4	N		FALSE	Limited recruitmen		P14	PSC
Active	Student Athletics Mgr (HEA)	400214	Student Athl Mgr	04075	HE Associate	I4	M		TRUE	1147		P14	PSC
Active	Student Athletics Program Coord (aHEO)	400613	Student Athl Program Coord	04017	Assistant to HEO	I4	N		TRUE	3229		P14	PSC
Active	Student Athletics Program Specl (HEOa)	400221	Student Athl Program Specl	04099	HE Assistant	I4	A		TRUE	1149		P14	PSC
Active	Student Athletics Trainer (HEOa)	400223	Student Athl Trainer-HEOa	04099	HE Assistant	I4	A		TRUE	1152		P14	PSC
Active	Student Broadcast Center Manager (HEA)	400938	Student Broadcast Ctr Mgr	04075	HE Associate	I4	A		TRUE	1954		P14	PSC
Active	Student Career Advisor (aHEO)	400224	Student Career Adv-aHEO	04017	Assistant to HEO	I4	N		TRUE	1297		P14	PSC
Active	Student Career Job Developer (HEOa)	400026	Student Career Job Dev Sr-HEOa	04099	HE Assistant	I4	A		FALSE	Limited recruitmen		P14	PSC
Active	Student Career Lead Advisor (HEA)	400678	Student Career Adv Lead-HEA	04075	HE Associate	I4	M		FALSE	Limited recruitmen		P14	PSC
Active	Student Career Program Coord (aHEO)	400229	Student Career Program Coord	04017	Assistant to HEO	I4	N		FALSE	Limited recruitmen		P14	PSC
Active	Student Career Program Dir (HEO)	400232	Student Career Program Dir	04097	HE Officer	I4	M		TRUE	1299		P14	PSC
Active	Student Career Program Mgr (HEA)	400227	Student Career Program Mgr	04075	HE Associate	I4	M		TRUE	1301		P14	PSC
Active	Student Career Program Specl (HEOa)	400684	Student Career Program Specl	04099	HE Assistant	I4	A		TRUE	1302		P14	PSC
Active	Student Career Sr Advisor (HEOa)	400226	Student Career Adv Sr-HEOa	04099	HE Assistant	I4	A		TRUE	1304		P14	PSC
Active	Student Counseling Coord (aHEO)	400487	Student Counseling Coord	04017	Assistant to HEO	I4	N		FALSE	Limited recruitmen		P14	PSC
Active	Student Counseling Dir (HEO)	400363	Student Counseling Dir	04097	HE Officer	I4	M		TRUE	1073		P14	PSC
Active	Student Counseling Mgr (HEA)	400364	Student Counseling Mgr	04075	HE Associate	I4	M		TRUE	1075		P14	PSC
Active	Student Counseling Specl (HEOa)	400682	Student Counseling Specl	04099	HE Assistant	I4	A		FALSE	Limited recruitmen		P14	PSC
Active	Student Disability Services Dir (HEO)	400365	Student Disability Services Di	04097	HE Officer	I4	M		TRUE	1077		P14	PSC
Active	Student Disability Services Mgr (HEA)	400366	Student Disability Services Mg	04075	HE Associate	I4	M		TRUE	1078		P14	PSC
Active	Student Disability Services Specl (HEOa)	400376	Student Disability Services Sp	04099	HE Assistant	I4	A		TRUE	1079		P14	PSC

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Active	Univ Citizenship Program Mgr (HEA)	400811	Univ Citizenship Program Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Collaborative Programs Dir (HEO)	400823	Univ Collaborative Progs Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Collaborative Programs Mgr (HEA)	400826	Univ Collaborative Progs Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Communications Dir (HEO)	400812	Univ Communications Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Construction and Planning Coord (aHEO)	400801	Univ Constr Planning Coord	04017	Assistant to HEO	I4	N		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Construction and Planning Mgr (HEA)	400804	Univ Constr and Planning Mgr	04075	HE Associate	I4	M		TRUE	1355	Central	P14	PSC
Active	Univ Construction and Planning Specl (HEOa)	400806	Univ Constr Planning Specl	04099	HE Assistant	I4	A		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Construction Contracts Mgr (HEA)	400906	Univ Construction Contracts Mg	04075	HE Associate	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Construction Contracts Specl (HEOa)	400807	Univ Constr Contracts Specl	04099	HE Assistant	I4	N		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Continuing Education Specl (HEOa)	400861	Univ Continuing Ed Specl	04099	HE Assistant	I4	A		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Corporate Relations Dir (HEO)	400813	Univ Corporate Relations Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Enrollment Coordinator (aHEO)	400856	Univ Enrollment Coord	04017	Assistant to HEO	I4	N		TRUE	3121	Central	P14	PSC
Active	Univ Enrollment Dir (HEO)	400848	Univ Enrollment Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Enrollment Mgr (HEA)	400034	Univ Enrollment Mgr	04075	HE Associate	I4	M		TRUE	6894	Central	P14	PSC
Active	Univ Enrollment Specl (HEOa)	400851	Univ Enrollment Specl	04099	HE Assistant	I4	N		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ ERP Project Communications Dir (HEO)	400815	Univ ERP Communications Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ ERP Training Dir (HEO)	400867	Univ ERP Training Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Facilities Management Dir (HEO)	400808	Univ Facilities Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Finance Mgr (HEA)	400842	Univ Finance Mgr	04075	HE Associate	I4	M		TRUE	3878	Central	P14	PSC
Active	Univ Financial Aid Dir (HEO)	400831	Univ Financial Aid Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Financial Aid Mgr (HEA)	400832	Univ Financial Aid Mgr	04075	HE Associate	I4	M		TRUE	7266	Central	P14	PSC
Active	Univ Financial Aid Specl (HEOa)	400833	Univ Financial Aid Specl	04099	HE Assistant	I4	N		TRUE	4357	Central	P14	PSC
Active	Univ Financial Investment Mgr (HEA)	400841	Univ Financial Investment Mgr	04075	HE Associate	I4	E		TRUE	4422	Central	P14	PSC
Active	Univ Financial Management Dir (HEO)	400839	Univ Financial Mgt Dir	04097	HE Officer	I4	M		TRUE	1150	Central	P14	PSC
Active	Univ Financial Management Specl (HEOa)	400844	Univ Fin Management Specl	04099	HE Assistant	I4	N		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Financial Systems Specl (HEOa)	400028	Univ Fin Systems Specl	04099	HE Assistant	I4	A		TRUE	6143	Central	P14	PSC
Active	Univ Government Relations Dir (HEO)	400925	Univ Govt Relations Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Government Relations Mgr (HEA)	400817	Univ Govt Relations Mgr	04075	HE Associate	I4	M	EXCL	TRUE	2049	Central	P15	PSC
Active	Univ Grants Mgr (HEA)	400827	Univ Grants Mgr	04075	HE Associate	I4	M		TRUE	3101	Central	P14	PSC
Active	Univ HR Benefits Dir (HEO)	400879	Univ HR Benefits Dir	04097	HE Officer	I4	M	EXCL	TRUE	3737	Central	P15	PSC
Active	Univ HR Communication Specl (HEOa)	400878	Univ HR Communications Specl	04099	HE Assistant	I4	A	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ HR Compensation and Classification Dir (HEO)	400872	Univ HR Comp and Class Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ HR Diversity Dir (HEO)	400870	Univ HR Diversity Dir	04097	HE Officer	I4	M	EXCL	TRUE	2431	Central	P15	PSC
Active	Univ HR Employee Assessment Dir (HEO)	400901	Univ HR Emp Assmt Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ HR Investigations Dir (HEO)	400199	Univ HR Investigations Dir	04097	HE Officer	I4	P	EXCL	TRUE	7307	Central	P15	PSC
Active	Univ HR Labor Relations Coord	400882	Univ HR Labor Relations Coord	04017	Assistant to HEO	I4	N	EXCL	TRUE	3820	Central	P15	PSC
Active	Univ HR Labor Relations Dir (HEO)	400874	Univ HR Labor Relations Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ HR Labor Relations Specl (HEOa)	400881	Univ HR Labor Relations Specl	04099	HE Assistant	I4	N	EXCL	TRUE	3410	Central	P15	PSC
Active	Univ HR Operations and Services Director (HEO)	400902	Univ HR Ops and Servs Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ HR Operations Coord (aHEO)	400869	Univ HR Operations Coord	04017	Assistant to HEO	I4	N	EXCL	TRUE	4356	Central	P15	PSC
Active	Univ HR Operations Specl (HEOa)	400880	Univ HR Operations Specl	04099	HE Assistant	I4	A	EXCL	TRUE	1958	Central	P15	PSC
Active	Univ HR Programs Mgr (HEA)	400876	Univ HR Programs Mgr	04075	HE Associate	I4	M	EXCL	TRUE	3330	Central	P15	PSC

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Active	Univ HR Talent Acquisition Director (HEO)	400957	Univ HR Talent Acq Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ HR Training and Development Dir (HEO)	400875	Univ HR Training and Dev Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ HR Unemployment Insurance Program Dir (HEO)	400873	Univ HR Unempl Ins Prog Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Institutional Research Dir (HEO)	400834	Univ Institutional Reserarch D	04097	HE Officer	I4	M		TRUE	6448	Central	P14	PSC
Active	Univ Institutional Research Mgr (HEA)	400835	Univ Institutional Research Mg	04075	HE Associate	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Internal Audit Dir (HEO)	400837	Univ Internal Audit Dir	04097	HE Officer	I4	M		TRUE	4982	Central	P14	PSC
Active	Univ Internal Audit Mgr (HEA)	400838	Univ Internal Audit Mgr	04075	HE Associate	I4	M		TRUE	2048	Central	P14	PSC
Active	Univ Law Fellow (aHEO)	400904	Univ Law Fellow-aHEO	04017	Assistant to HEO	I4	N	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Library Systems Dir (HEO)	400859	Univ Library Systems Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Library Systems Mgr (HEA)	400860	Univ Library Systems Mgr	04075	HE Associate	I4	M		TRUE	1272	Central	P14	PSC
Active	Univ Media Programs Dir (HEO)	400821	Univ Media Programs Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Procurement Dir (HEO)	400840	Univ Procurement Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Property Management Mgr (HEA)	400805	Univ Property Management Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Records Management Specialist (HEOa)	400802	Univ Records Mgt Specl	04099	HE Assistant	I4	A	EXCL	TRUE	3269	Central	P15	PSC
Active	Univ Research and Technology Transfer Dir (HEO)	400824	Univ Research Tech Trans Dir	04097	HE Officer	I4	M		TRUE	4421	Central	P14	PSC
Active	Univ Research Commercialization Mgr (HEA)	400908	Univ Research Commercl Mgr	04075	HE Associate	I4	M		TRUE	5850	Central	P14	PSC
Active	Univ Research Commercialization Officer (HEO)	400814	Univ Research Commercl Off	04097	HE Officer	I4	A		TRUE	4420	Central	P14	PSC
Active	Univ Research Programs Mgr (HEA)	400828	Univ Research Programs Mgr	04075	HE Associate	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Research Programs Specl (HEOa)	400830	Univ Research Programs Specl	04099	HE Assistant	I4	A		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Safety and Health Programs Dir (HEO)	400803	Univ Safety and Health Pr Dir	04097	HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Sr Assoc General Counsel (HEO)	400810	Univ Sr General Counsel-HEO	04097	HE Officer	I4	E	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	Univ Student Affairs Dir (HEO)	400905	Univ Student Affairs Dir	04097	HE Officer	I4	M		TRUE	3756	Central	P14	PSC
Active	Univ Systems Operations Dir (HEO)	400865	Univ Systems Operations Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ Systems Project Management Dir (HEO)	400866	Univ Systems Project Mgt Dir	04097	HE Officer	I4	M		FALSE	Limited recruitmen	Central	P14	PSC
Active	Univ University Relations Mgr (HEA)	400819	Univ University Relations Mgr	04075	HE Associate	I4	M	EXCL	FALSE	Limited recruitmen	Central	P15	PSC
Active	University Professor	300035	Univ Professor	04629	University Professor	I2	P		FALSE	Honorary Title	Central	P14	PSC
Active	Unknown - Not Matched Assistant to HEO	400897	Unknown - Assistant to HEO	04017	Assistant to HEO	I4	N		FALSE	NA		P14	PSC
Active	Unknown - Not Matched HE Assistant	400898	Unknown - HE Assistant	04099	HE Assistant	I4	N		FALSE	NA		P14	PSC
Active	Unknown - Not Matched HE Associate	400899	Unknown - HE Associate	04075	HE Associate	I4	M		FALSE	NA		P14	PSC
Active	Unknown - Not Matched HE Officer	400900	Unknown - HE Officer	04097	HE Officer	I4	M		FALSE	NA		P14	PSC
Active	Visiting Assistant Professor	300038	Visiting Asst Professor	04227	Visiting Assistant Professor	I2	P		TRUE	6209 and 6210 and		P14	PSC
Active	Visiting Assistant Professor - Excluded	300039	Visiting Asst Professor Excl	04227	Visiting Assistant Professor	I2	P	EXCL	TRUE	6209 and 6210 and		P15	PSC
Active	Visiting Associate Professor	300036	Visiting Assc Professor	04226	Visiting Associate Professor	I2	P		TRUE	6204		P14	PSC
Active	Visiting Associate Professor - Excluded	300037	Visiting Assc Professor Excl	04226	Visiting Associate Professor	I2	P	EXCL	TRUE	6204		P15	PSC
Active	Visiting Distinguished Professor	300040	Visiting Dist Professor	04695	Visiting Distinguished Profess	I2	P		TRUE	6211		P14	PSC
Active	Visiting Distinguished Professor - Excluded	300041	Visiting Dist Professor Excl	04695	Visiting Distinguished Profess	I2	P	EXCL	TRUE	6211		P15	PSC
Active	Visiting Faculty Open Rank	300080	Visiting Faculty Open Rank	00000	Does Not Apply	I2	P		TRUE	6553		P14	PSC
Active	Visiting Lecturer	300042	Visiting Lecturer	04328	Visiting Lecturer	I2	P		TRUE	6206		P14	PSC
Active	Visiting Lecturer - Excluded	300045	Visiting Lecturer Excl	04328	Visiting Lecturer	I2	P	EXCL	TRUE	6207		P15	PSC
Active	Visiting Lecturer Doctoral Schedule	300043	Visiting Lecturer Doc Sch	04067	Visiting Lecturer Doctoral Sch	I2	P		TRUE	6207		P14	PSC
Active	Visiting Lecturer Doctoral Schedule - Excluded	300044	Visiting Lect Doc Sch Excl	04067	Visiting Lecturer Doctoral Sch	I2	P	EXCL	TRUE	6205		P15	PSC
Active	Visiting Professor	300046	Visiting Professor	04225	Visiting Professor	I2	P		TRUE	6208		P14	PSC

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Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
Active	Visiting Professor - Excluded	300047	Visiting Professor Excl	04225	Visiting Professor	I2	P	EXCL	TRUE	6208		P15	PSC
Active	EOC Academic Resource Center Coord (aHEO)	400946	EOC Acad Resource Ctr Coord	04071	EOC Assistant to HEO	I4	N		TRUE	2757	BMCC, York, BCC	P14	PSC??
Active	EOC Academic Advisor (aHEO)	400520	EOC Acad Advisor-aHEO	04071	EOC Assistant to HEO	I4	A		TRUE	2987	BMCC, York, BCC	P14	PSCE
Active	EOC Academic Affairs Dir (HEO)	400637	EOC Acad Affairs Dir	04074	EOC HE Officer	I4	M	EXCL	TRUE	2050	BMCC, York, BCC	P15	PSCE
Active	EOC Academic Program Coord (aHEO)	400549	EOC Acad Program Coord	04071	EOC Assistant to HEO	I4	N		FALSE	Limited recruitmen	BMCC, York, BCC	P14	PSCE
Active	EOC Academic Program Mgr (HEA)	400672	EOC Acad Program Mgr	04073	EOC HE Associate	I4	M	EXCL	FALSE	Limited recruitmen	BMCC, York, BCC	P15	PSCE
Active	EOC Academic Program Specl (HEOa)	400591	EOC Acad Program Specl	04072	EOC HE Assistant	I4	A		FALSE	Limited recruitmen	BMCC, York, BCC	P14	PSCE
Active	EOC Adjunct College Laboratory Technician	301006	EOC Adj College Lab Tech	04614	EOC Adj College Lab Tech	I3	N		TRUE	1157	BMCC, York, BCC	P14	PSCE
Active	EOC Adjunct Lecturer	300015	EOC Adj Lecturer	04716	EOC Adj Lecturer	I2	P		TRUE	6225	BMCC, York, BCC	P14	PSCE
Active	EOC Administrative Coord (aHEO)	400521	EOC Admin Coord	04071	EOC Assistant to HEO	I4	N		TRUE	1111	BMCC, York, BCC	P14	PSCE
Active	EOC Administrative Specl (HEOa)	400658	EOC Admin Specl	04072	EOC HE Assistant	I4	N		FALSE	Limited recruitmen	BMCC, York, BCC	P14	PSCE
Active	EOC Business Aff Dir (HEO)	400620	EOC Business Aff Dir	04074	EOC HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	BMCC, York, BCC	P15	PSCE
Active	EOC Business Aff Mgr (HEA)	400666	EOC Business Aff Mgr	04073	EOC HE Associate	I4	M	EXCL	FALSE	Limited recruitmen	BMCC, York, BCC	P15	PSCE
Active	EOC Career Job Developer (aHEO)	400519	EOC Career Job Devel-aHEO	04071	EOC Assistant to HEO	I4	N		TRUE	1293	BMCC, York, BCC	P14	PSCE
Active	EOC Career Sr Job Developer (HEOa)	400665	EOC Career Job Devel Sr-HEOa	04072	EOC HE Assistant	I4	P		TRUE	1295	BMCC, York, BCC	P14	PSCE
Active	EOC College Laboratory Technician-FT	301007	EOC College Lab Tech	04613	EOC College Laboratory Technic	I3	N		TRUE	3137	BMCC, York, BCC	P14	PSCE
Active	EOC Enrollment Coord (aHEO)	400579	EOC Enrollment Coord	04071	EOC Assistant to HEO	I4	N		TRUE	5402	BMCC, York, BCC	P14	PSCE
Active	EOC Enrollment Mgr (HEA)	400667	EOC Enrollment Mgr	04073	EOC HE Associate	I4	M		FALSE	Limited recruitmen	BMCC, York, BCC	P14	PSCE
Active	EOC Enrollment Specl (HEOa)	400590	EOC Enrollment Specl	04072	EOC HE Assistant	I4	N		FALSE	Limited recruitmen	BMCC, York, BCC	P14	PSCE
Active	EOC Lecturer	300016	EOC Lecturer	04655	EOC Lecturer	I2	P		TRUE	6226	BMCC, York, BCC	P14	PSCE
Active	EOC Lecturer - Counselor	300062	EOC Lecturer-Counselor	04655	EOC Lecturer	I2	P		FALSE	Limited recruitmen	BMCC, York, BCC	P14	PSCE
Active	EOC Lecturer Doctoral Schedule	300017	EOC Lecturer Doc Sch	04070	EOC Lecturer Doctoral Schedule	I2	P		TRUE	6227	BMCC, York, BCC	P14	PSCE
Active	EOC Lecturer Doctoral Schedule - Counselor	300063	EOC Lecturer Doc Sch-Counselor	04070	EOC Lecturer Doctoral Schedule	I2	P		FALSE	Limited recruitmen	BMCC, York, BCC	P14	PSCE
Active	EOC Library Coordinator (aHEO)	400943	EOC Library Coord	04071	EOC Assistant to HEO	I4	N		TRUE	2571	BMCC, York, BCC	P14	PSCE
Active	EOC Library Specialist (HEOa)	400934	EOC Library Specl	04072	EOC HE Assistant	I4	A		TRUE	1840	BMCC, York, BCC	P14	PSCE
Active	EOC Manager - Associate Dir (HEA)	400503	EOC Mgr-Assc Dir	04073	EOC HE Associate	I4	M	EXCL	FALSE	Limited recruitmen	BMCC, York, BCC	P15	PSCE
Active	EOC Program Development and Research Dir (HEO)	400889	EOC Program Development Dir	04074	EOC HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	BMCC, York, BCC	P15	PSCE
Active	EOC Registrar Specl (HEOa)	400671	EOC Registrar Specl	04072	EOC HE Assistant	I4	A		TRUE	2051	BMCC, York, BCC	P14	PSCE
Active	EOC Specialist - Assistant Director (HEOa)	400888	EOC Specl-Asst Dir	04072	EOC HE Assistant	I4	M	EXCL	TRUE	5916	BMCC, York, BCC	P15	PSCE
Active	EOC Student Service Dir (HEO)	400639	EOC Student Service Dir	04074	EOC HE Officer	I4	M	EXCL	FALSE	Limited recruitmen	BMCC, York, BCC	P15	PSCE
Active	EOC Student Service Mgr (HEA)	400589	EOC Student Service Mgr	04073	EOC HE Associate	I4	M	EXCL OPT	FALSE	Limited recruitmen	BMCC, York, BCC	P14	PSCE
Active	EOC Testing Coord (aHEO)	400919	EOC Testing Coord	04071	EOC Assistant to HEO	I4	N		TRUE	1160	BMCC, York, BCC	P14	PSCE
Active	Auto Mechanic	500019	Motor Vehicle Mechanic	04906	Motor Vehicle Mechanic	CS1	N		TRUE	1225		S24	STE
Active	Carpenter	500041	Carpenter	04899	Carpenter	CS1	N		TRUE	1226		UBC	STE
Active	Carpenter Supervisor	500042	Carpenter Supv	92071	Carpenter Supervisor	CS1	N		TRUE	1227		UBC	STE
Active	Cement Mason	500043	Cement Mason	92210	Cement Mason	CS1	N		TRUE	1228		I23	STE
Active	Electrician	500083	Electrician	91717	Electrician	CS1	N		TRUE	1235		I03	STE
Active	Electrician Helper	500084	Electrician Helper	91722	Electrician Helper	CS1	N		TRUE	1236		I03	STE
Active	Electrician Supervisor	500085	Electrician Supv	91769	Electrician Supervisor	CS1	N		TRUE	1237		I03	STE
Active	High Pressure Plant Tender	500118	High Pressure Plant Tender	91650	High Pressure Plant Tender	CS1	N		TRUE	1249		A98	STE
Active	Laborer-Consolidated Title (2012)	500237	Laborer-Consolidated	90702	Laborer	CS3	N		TRUE	1379		A92	STE
Active	Locksmith	500147	Locksmith	04905	Locksmith	CS1	N		TRUE	1255		A10	STE

| Active Titles - May 2013 | | | | | | | | | | | | | |
| Titles added or revised in 2013 are shaded | | | | | | | | | | | | | |

Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
Active	Machinist	500148	Machinist	92610	Machinst	CS1	N		TRUE	1282		S24	STE
Active	Maintenance Worker	500151	Maintenance Worker	90698	Maintenance Worker	CS1	N		TRUE	1288		I23	STE
Active	Mechanic Supervisor	500153	Mechanic Supv	90774	Mechanic Supervisor	CS1	N		FALSE	Limited recruitmen		I03	STE
Active	Oiler	500161	Oiler	04891	Oiler	CS1	N		TRUE	1292		I30	STE
Active	Painter	500162	Painter	91830	Painter	CS1	N		TRUE	1306		I19	STE
Active	Painter Supervisor	500163	Painter Supv	91873	Painter Supervisor	CS1	N		TRUE	1310		I19	STE
Active	Plasterer	500164	Plasterer	92235	Plasterer	CS1	N		TRUE	1313		I23	STE
Active	Plumber	500165	Plumber	91915	Plumber	CS1	N		TRUE	1315		UAP	STE
Active	Plumber Helper	500166	Plumber Helper	91916	Plumber Helper	CS1	N		TRUE	1317		UAP	STE
Active	Plumber Supervisor	500167	Plumber Supv	91972	Plumber Supervisor	CS1	N		TRUE	1319		UAP	STE
Active	Roofer	500178	Roofer	90735	Roofer	CS1	N		TRUE	1331		I23	STE
Active	Stationary Engineer	500184	Stationary Engineer	04915	Stationary Engineer	CS1	N		TRUE	1333		I30	STE
Active	Stationary Engineer Senior	500185	Stationary Engineer Sr	04916	Stationary Engineer Sr	CS1	N		TRUE	1336		I30	STE
Active	Steamfitter	500186	Steamfitter	91925	Steamfitter	CS1	N		TRUE	1338		S63	STE
Active	Steamfitter Helper	500187	Steamfitter Helper	91926	Steamfitter Helper	CS1	N		TRUE	1339		S63	STE
Active	Thermostat Repairer	500202	Thermostat Repairer	91940	Thermostat Repairer	CS1	N		TRUE	1348		UAP	STE
Active	Thermostat Repairer Supervisor	500203	Thermostat Repairer Supv	91964	Thermostat Repairer Supervisor	CS1	N		TRUE	1349		UAP	STE
Active	Theatre Tech	500194	Theatre Tech	04885	Theatre Technician	CS2	N		TRUE	1307		I01	THE
Active	Theatre Tech H	500201	Theatre Tech H	04885	Theatre Technician	CS2	N		TRUE	1307		I01	THE
Active	Theatre Tech Lead 1	500195	Theatre Tech Lead 1	04888	Theatre Lead Technician	CS2	N		TRUE	1309		I01	THE
Active	Theatre Tech Lead 1H	500196	Theatre Tech Lead 1H	04888	Theatre Lead Technician	CS2	N		TRUE	1309		I01	THE
Active	Theatre Tech Lead 2	500197	Theatre Tech Lead 2	04888	Theatre Lead Technician	CS2	N		TRUE	1309		I01	THE
Active	Theatre Tech Lead 2H	500198	Theatre Tech Lead 2H	04888	Theatre Lead Technician	CS2	N		TRUE	1309		I01	THE
Active	Theatre Tech Specl	500199	Theatre Tech Specl	04889	Theatre Technician Specialist	CS2	N		TRUE	1312		I01	THE
Active	Theatre Tech Specl H	500200	Theatre Tech Specl H	04889	Theatre Technician Specialist	CS2	N		TRUE	1312		I01	THE
Active	Architect 1	500013	Architect 1	04822	Architect	CS1	P		TRUE	1350		A37	WC
Active	Architect 2	500014	Architect 2	04822	Architect	CS1	P		TRUE	1350		A37	WC
Active	Architect 3	500015	Architect 3	04822	Architect	CS1	P		TRUE	1350		A37	WC
Active	Architect Assistant 1	500011	Architect Asst 1	04821	Architect Assistant	CS1	P		TRUE	1351		A37	WC
Active	Architect Assistant 2	500012	Architect Asst 2	04821	Architect Assistant	CS1	P		TRUE	1351		A37	WC
Active	Assistant Chief Architect	500218	Asst Chief Architect	04831	University Assistant Chief Arc	CS1	M		TRUE	1360		A37	WC
Active	Assistant Chief Engineer	500219	Asst Chief Engineer	04830	University Assistant Chief Eng	CS1	M		TRUE	1361		A37	WC
Active	Broadcast Associate 1	500020	Broadcast Assc 1	04992	Broadcast Associate	CS1	N		TRUE	1378		A37	WC
Active	Broadcast Associate 1H	500021	Broadcast Assc 1H	04992	Broadcast Associate	CS1	N		TRUE	1367		A37	WC
Active	Broadcast Associate 2	500022	Broadcast Assc 2	04992	Broadcast Associate	CS1	N		TRUE	1378		A37	WC
Active	Broadcast Associate 2H	500023	Broadcast Assc 2H	04992	Broadcast Associate	CS1	N		TRUE	1367		A37	WC
Active	Broadcast Associate 3	500024	Broadcast Assc 3	04992	Broadcast Associate	CS1	N		TRUE	1378		A37	WC
Active	Broadcast Associate 3H	500025	Broadcast Assc 3H	04992	Broadcast Associate	CS1	N		TRUE	1367		A37	WC
Active	Clerical Associate 1	500048	Clerical Assc 1	04922	Clerical Associate	CS1	N		TRUE	1046		A38	WC
Active	Clerical Associate 2	500049	Clerical Assc 2	04922	Clerical Associate	CS1	N		TRUE	1046		A38	WC
Active	College Assistant	500050	College Assistant H	10102	College Assistant	CS2	N		TRUE	1057		A20	WC
Active	Construction Projects Assoc 1	500061	Construction Projects Assoc 1	04819	Project Manager	CS1	P		TRUE	1352		A37	WC

Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
	**Active Titles - May 2013**												
	Titles added or revised in 2013 are shaded												
Active	Construction Projects Assoc 2	500062	Construction Projects Assoc 2	04819	Project Manager	CS1	P		TRUE	1352		A37	WC
Active	Construction Projects Assoc 3	500063	Construction Projects Assoc 3	04819	Project Manager	CS1	P		TRUE	1352		A37	WC
Active	CUNY Administrative Assistant 1A	500064	CUNY Admin Asst 1A	04804	CUNY Administrative Assistant	CS1	N		TRUE	1105		A38	WC
Active	CUNY Administrative Assistant 1B	500065	CUNY Admin Asst 1B	04804	CUNY Administrative Assistant	CS1	N		TRUE	1105		A38	WC
Active	CUNY Administrative Assistant 1C	500066	CUNY Admin Asst 1C	04804	CUNY Administrative Assistant	CS1	N		TRUE	1105		A38	WC
Active	CUNY Administrative Assistant 2	500067	CUNY Admin Asst 2	04804	CUNY Administrative Assistant	CS1	N		TRUE	1105		A38	WC
Active	CUNY Office Assistant 1	500068	CUNY Office Asst 1	04802	CUNY Office Assistant	CS1	N		TRUE	1108		A38	WC
Active	CUNY Office Assistant 2	500069	CUNY Office Asst 2	04802	CUNY Office Assistant	CS1	N		TRUE	1108		A38	WC
Active	CUNY Office Assistant 3	500070	CUNY Office Asst 3	04802	CUNY Office Assistant	CS1	N		TRUE	1108		A38	WC
Active	CUNY Office Assistant 3A	500071	CUNY Office Asst 3A	04802	CUNY Office Assistant	CS1	N		TRUE	1108		A38	WC
Active	CUNY Office Assistant 4	500072	CUNY Office Asst 4	04802	CUNY Office Assistant	CS1	N		TRUE	1108		A38	WC
Active	Disability Accomm Specl 1	500079	Disability Accomm Specl 1	04832	Disability Accommodations Spec	CS1	N		TRUE	1254		A20	WC
Active	Disability Accomm Specl 1H	500080	Disability Accomm Specl 1H	04832	Disability Accommodations Spec	CS1	N		TRUE	1254		A20	WC
Active	Disability Accomm Specl 2	500081	Disability Accomm Specl 2	04832	Disability Accommodations Spec	CS1	N		TRUE	1254		A20	WC
Active	Disability Accomm Specl 2H	500082	Disability Accomm Specl 2H	04832	Disability Accommodations Spec	CS1	N		TRUE	1254		A20	WC
Active	Engineer 1	500092	Engineer 1	04829	Engineer	CS1	P		TRUE	1353		A37	WC
Active	Engineer 2	500093	Engineer 2	04829	Engineer	CS1	P		TRUE	1353		A37	WC
Active	Engineer 3	500094	Engineer 3	04829	Engineer	CS1	P		TRUE	1353		A37	WC
Active	Engineer Assistant 1	500088	Engineer Asst 1	04823	Engineer Assistant	CS1	P		TRUE	1356		A37	WC
Active	Engineer Assistant 2	500089	Engineer Asst 2	04823	Engineer Assistant	CS1	P		TRUE	1356		A37	WC
Active	Engineer Technician 1	500090	Engineer Tech 1	04827	Engineer Technician	CS1	N		FALSE	Inactive Title		A37	WC
Active	Engineer Technician 2	500091	Engineer Tech 2	04827	Engineer Technician	CS1	N		FALSE	Inactive Title		A37	WC
Active	Facilities Coordinator 1	500112	Facilities Coord 1	04834	Facilities Coordinator	CS1	N		TRUE	1357		A37	WC
Active	Facilities Coordinator 2	500113	Facilities Coord 2	04834	Facilities Coordinator	CS1	N		TRUE	1357		A37	WC
Active	Finance Accountant 1	500002	Finance Accountant 1	04801	Finance Accountant	CS1	N		TRUE	1852		A14	WC
Active	Finance Accountant 1A	500003	Finance Accountant 1A	04801	Finance Accountant	CS1	N		TRUE	1852		A14	WC
Active	Finance Accountant 2	500004	Finance Accountant 2	04801	Finance Accountant	CS1	N		TRUE	1852		A14	WC
Active	Finance Accountant 3	500005	Finance Accountant 3	04801	Finance Accountant	CS1	N		TRUE	1852		A14	WC
Active	Finance Accountant 4	500006	Finance Accountant 4	04801	Finance Accountant	CS1	N		TRUE	1852		A14	WC
Active	Finance Accountant Assistant 1	500000	Finance Accountant Asst 1	04800	Finance Accountant Assistant	CS1	N		TRUE	2082		A14	WC
Active	Finance Accountant Assistant 1A	500001	Finance Accountant Asst 1A	04800	Finance Accountant Assistant	CS1	N		TRUE	2082		A14	WC
Active	Finance Purchasing Agent 1	500175	Finance Purchasing Agent 1	12121	Purchasing Agent	CS1	N		TRUE	1134		S30	WC
Active	Finance Purchasing Agent 2	500176	Finance Purchasing Agent 2	12121	Purchasing Agent	CS1	N		TRUE	1134		S30	WC
Active	Finance Purchasing Agent 3	500177	Finance Purchasing Agent 3	12121	Purchasing Agent	CS1	N		TRUE	1134		S30	WC
Active	Finance Purchasing Agent Assistant	500174	Finance Purchasing Agent Asst	12120	Purchasing Agent Assistant	CS1	N		TRUE	1142		S30	WC
Active	Graphics Designer 1	500116	Graphics Designer 1	04808	Graphics Designer	CS1	N		TRUE	1219		A37	WC
Active	Graphics Designer 2	500117	Graphics Designer 2	04808	Graphics Designer	CS1	N		TRUE	1219		A37	WC
Active	Interior Designer 1	500119	Interior Designer 1	04815	Interior Designer	CS2	N		TRUE	1359		A37	WC
Active	Interior Designer 2	500120	Interior Designer 2	04815	Interior Designer	CS2	P		TRUE	1358		A37	WC
Active	Interior Designer 3	500121	Interior Designer 3	04815	Interior Designer	CS2	P		TRUE	1358		A37	WC
Active	IT Assistant 1	500128	IT Assistant 1	04875	IT Assistant	CS1	N		TRUE	1369		A26	WC
Active	IT Assistant 1H	500129	IT Assistant 1H	04875	IT Assistant	CS1	N		TRUE	1369		A26	WC

Status	Long Name (Reference-Not in System)	Job Code	Job Code Std Name	Contract Title	Contract Title Name	Job SubFunction	FLSA	Exclusion Code	Template?	Template Job ID	Restricted	Union	Labor Agree
	Active Titles - May 2013												
	Titles added or revised in 2013 are shaded												
Active	IT Assistant 2	500130	IT Assistant 2	04875	IT Assistant	CS1	N		TRUE	1369		A26	WC
Active	IT Assistant 2H	500131	IT Assistant 2H	04875	IT Assistant	CS1	N		TRUE	1369		A26	WC
Active	IT Assistant 3	500132	IT Assistant 3	04875	IT Assistant	CS1	N		TRUE	1369		A26	WC
Active	IT Assistant 3H	500133	IT Assistant 3H	04875	IT Assistant	CS1	N		TRUE	1369		A26	WC
Active	IT Associate 1	500122	IT Associate 1	04877	IT Associate	CS1	P		TRUE	1370		A26	WC
Active	IT Associate 1H	500123	IT Assocate 1H	04877	IT Associate	CS1	P		TRUE	1370		A26	WC
Active	IT Associate 2	500124	IT Associate 2	04877	IT Associate	CS1	P		TRUE	1370		A26	WC
Active	IT Associate 2H	500125	IT Associate 2H	04877	IT Associate	CS1	P		TRUE	1370		A26	WC
Active	IT Associate 3	500126	IT Associate 3	04877	IT Associate	CS1	P		TRUE	1370		A26	WC
Active	IT Associate 3H	500127	IT Associate 3H	04877	IT Associate	CS1	P		TRUE	1370		A26	WC
Active	IT Senior Associate 1	500134	IT Sr Associate 1	04880	IT Senior Associate	CS1	P		TRUE	1311		A26	WC
Active	IT Senior Associate 1H	500135	IT Sr Associate 1H	04880	IT Senior Associate	CS1	P		TRUE	1311		A26	WC
Active	IT Senior Associate 2	500136	IT Sr Associate 2	04880	IT Senior Associate	CS1	P		TRUE	1311		A26	WC
Active	IT Senior Associate 2H	500137	IT Sr Associate 2H	04880	IT Senior Associate	CS1	P		TRUE	1311		A26	WC
Active	IT Senior Associate 3	500138	IT Sr Associate 3	04880	IT Senior Associate	CS1	P		TRUE	1311		A26	WC
Active	IT Senior Associate 3H	500139	IT Sr Associate 3H	04880	IT Senior Associate	CS1	P		TRUE	1311		A26	WC
Active	IT Support Assistant	500140	IT Support Assistant	04865	IT Support Assistant	CS1	N		TRUE	1296		A26	WC
Active	IT Support Assistant H	500141	IT Support Assistant H	04865	IT Support Assistant	CS1	N		TRUE	1296		A26	WC
Active	Mail Message Svcs Worker 1	500149	Mail Message Svc Wkr 1	04921	Mail Message Services Worker	CS1	N		TRUE	1285		A38	WC
Active	Mail Message Svcs Worker 2	500150	Mail Message Svc Wkr 2	04921	Mail Message Services Worker	CS1	N		TRUE	1285		A38	WC
Active	Media Services Technician 1	500154	Media Services Tech 1	90622	Media Services Technician	CS1	N		TRUE	1287		I36	WC
Active	Media Services Technician 2	500155	Media Services Tech 2	90622	Media Services Technician	CS1	N		TRUE	1287		I36	WC
Active	Media Services Technician 3	500156	Media Services Tech 3	90622	Media Services Technician	CS1	N		TRUE	1287		I36	WC
Active	Nurse Practitioner 1	500159	Nurse Practitioner 1	04851	Nurse Practitioner	CS1	P		TRUE	1054		NYS	WC
Active	Nurse Practitioner 1H	500245	Nurse Practitioner 1H	04851	Nurse Practitioner	CS1	P		TRUE	1054		NYS	WC
Active	Nurse Practitioner 2	500160	Nurse Practitioner 2	04851	Nurse Practitioner	CS1	P		TRUE	1054		NYS	WC
Active	Nurse Practitioner 2H	500246	Nurse Practitioner 2H	04851	Nurse Practitioner	CS1	P		TRUE	1054		NYS	WC
Active	Print Shop Assistant 1	500171	Print Shop Asst 1	04805	Print Shop Assistant	CS1	N		TRUE	1325		A38	WC
Active	Print Shop Assistant 2	500172	Print Shop Asst 2	04805	Print Shop Assistant	CS1	N		TRUE	1325		A38	WC
Active	Print Shop Associate 1	500169	Print Shop Assc 1	04806	Print Shop Associate	CS1	N		TRUE	1327		A38	WC
Active	Print Shop Associate 2	500170	Print Shop Assc 2	04806	Print Shop Associate	CS1	N		TRUE	1327		A38	WC
Active	Print Shop Coord	500173	Print Shop Coord	04807	Print Shop Coordinator	CS1	N		TRUE	1329		A38	WC
Active	Sign Language Interpreter 1H	500179	Sign Language Interpreter 1H	04840	Sign Language Interpreter	CS2	N		TRUE	1064		A20	WC
Active	Sign Language Interpreter 2H	500180	Sign Language Interpreter 2H	04840	Sign Language Interpreter	CS2	N		TRUE	1064		A20	WC
Active	Sign Language Interpreter 3H	500235	Sign Language Interpreter 3H	04840	Sign Language Interpreter	CS2	N		TRUE	1064		A20	WC
Active	Sign Language Interpreter 4H	500236	Sign Language Interpreter 4H	04840	Sign Language Interpreter	CS2	N		TRUE	1064		A20	WC
Active	Staff Nurse 1	500181	Nurse 1	50910	Nurse	CS2	P		TRUE	1068		NYS	WC
Active	Staff Nurse 1H	500183	Nurse 1H	50910	Nurse	CS2	P		TRUE	1374		NYS	WC
Active	Staff Nurse 2	500182	Nurse 2	50910	Nurse	CS2	P		TRUE	1068		NYS	WC

Section 9

INSTRUCTIONS TO CREATE A NEW POSITION REQUEST IN MANAGER SELF SERVICE (MSS)

1. Log in to CUNY FIRST.

2. In the Enterprise Menu click on HR/Campus Solutions.

3. Navigate to the following:

   - Manager Self Service

   - Job and Personal Information

   - Request New/Change Position

4. On the Position Request Details page enter the effective date.

5. Enter the job code for the title previously selected from the Job Template Listing (in Recruitment).

6. Hit the Tab key on your keyboard and the title will auto-populate.

7. The other fields (Reports to, Company, Business Unit, and Department) should already be auto-populated.

8. Select either full or part time.

9. Enter applicable text in the comments box.

10. Review information for accuracy and click on submit.

11. The position request will now be sent to the HR Department for approval.

12. If position request is approved by HR, the request will be sent to Budget for approval. Budget is the last approver.

    Note: Required approvers can be added to the approval chain prior to budget.

13. If position request is pushed back, the previous approver can make changes and re-submit.

14. If the request is denied, the Manager must start a new request.

Section 10

INSTRUCTIONS TO CREATE A DELEGATION REQUEST

1. Log in to CUNY FIRST.

2. In the Enterprise Menu click on HR/Campus Solutions.

3. Navigate to the following:

   - Self Service

   - Manage Delegation

   - Create Delegation Request

4. On the Create Delegation Request page enter the effective delegation dates: "from date" and "to date".

5. Click the Next button.

6. Select the transaction(s) you wish to delegate to a proxy.

7. Click the Next button.

8. Select the proxy within your hierarchy (employees that are listed).

9. For employees outside of your hierarchy, hit the search by name link. Then enter the employee's name.

10. Click the next button.

11. On the delegation detail page, click the notify delegator option.

12. Click the "submit" and "OK" buttons.

13. The delegation request will now be sent to the designated proxy by e-mail.

INSTRUCTIONS TO APPROVE A DELEGATION REQUEST

1. Log in to CUNY FIRST.

2. In the Enterprise Menu click on HR/Campus Solutions.

3. Navigate to the following:

   - Self Service

   - Manage Delegation

   - Review My Delegated Authorities

4. On the Review My Delegated Authorities page select the delegated transaction(s).

5. Click the Accept or Reject buttons.

6. Click OK.

7. If accepted, the selected transaction has now been delegated to you and you will be notified by e-mail.

INSTRUCTIONS TO REVOKE A DELEGATION REQUEST

1. Log in to CUNY FIRST.

2. In the Enterprise Menu click on HR/Campus Solutions.

3. Navigate to the following:

   - Self Service

   - Manage Delegation

   - Review My Proxies

4. On the Review Proxies page select the delegated transaction(s).

5. Click the Revoke button.

6. Click Yes – Continue button.

7. Click OK.

8. You will receive an e-mail notification that your delegation has been revoked..

Delegation of CUNYFirst Managerial Authority

Click the "Key" 🔑 and enter the CUNYFirst 5-digit department code - refer to your department profile. Select the action checkbox and assign the delegation task(s). The listed department head will receive a confirmation of the submission. **Please note that you must also assign the same changes of the delegation tasks in the CUNYFirst's Self Service page -** contact Human Resources if you need assistance.

Department - Code & Name:

Current Department Head:

Current Designee:

Action:

☐ **Update**   Delegation request is being submitted for the current Designee to perform the managerial tasks indicated below.

Effective period of delegation: ___/ /___ to ___/ /___

* please use "01/01/1900" to indicate an indefinite time

☐ Initiate new/change position
☐ Approve new/change position
☐ Initiate discretionary salary change
☐ Approve discretionary salary change
☐ Initiate employee separation
☐ Approve employee separation

☐ **Revoke**   Delegation request is being revoked by the Department Head indicated above. The current designee as shown above can no longer act in behalf of the Department Head. Remove his/her Manager Role in the CUNYFirst.

Effective date of revocation: ___/ /___

☐ **Replace**   Delegation request is now being submitted for his/her replacement, for the managerial tasks selected below.

Name of new designee: _____

Effective period of delegation: ___/ /___ to ___/ /___

* please use "01/01/1900" to indicate an indefinite time

☐ Initiate new/change position
☐ Approve new/change position
☐ Initiate discretionary salary change
☐ Approve discretionary salary change
☐ Initiate employee separation
☐ Approve employee separation

_____   _____
Department Head Signature   **Date**

_____

Section 11

INSTRUCTIONS TO CREATE A SEPARATION/RETIREMENT REQUEST FOR YOUR EMPLOYEE

1. Log in to CUNY FIRST.

2. In the Enterprise Menu click on HR/Campus Solutions.

3. Navigate to the following:

   - Manager Self Service

   - Job and Personal Information

   - Employee Separation Request

4. On the Initiate Employee Separation Request page enter the as of date (last day of work) and click the continue button.

5. Select the employee and click the continue button.

6. On the Initiate Employee Separation Request page select the employee and type of request (either separation or termination).

7. Enter applicable comments such as the reason for separation in the Comments section.

8. Click the Submit button.

9. Once the submit button has been clicked the Approval path is displayed. The request will move through the system to the next approver.

INSTRUCTIONS TO APPROVE EMPLOYEE SEPARATION OR RETIREMENT REQUEST

1. Log in to CUNY FIRST.

2. In the Enterprise Menu click on HR/Campus Solutions.

3. Navigate to the following:

    - Manager Self Service

    - Job and Personal Information

    - Approve Employee Separation

4. On the Approve Termination page click the employee link (in blue).

5. Review information on the Approve Separation/Termination page and enter desired information in the Comments Section.

6. Enter desired information in the Email Text field such as "Congratulations on your retirement".

7. Click the Approve or Deny Button.

8. Click OK.

9. You will receive an E-mail notification for the approval of your employee's separation or retirement request.

Section 12

INSTRUCTIONS TO REQUEST A DISCRETIONARY SALARY CHANGE FOR YOUR EMPLOYEE

1. Log in to CUNY FIRST.

2. In the Enterprise Menu click on HR/Campus Solutions.

3. Navigate to the following:

   - Manager Self Service

   - Job and Personal Information

   - Request Discretionary Salary Change

4. On the Discretionary Salary Change page enter the as of date (effective date of increase).

5. Select the employee and click the continue button.

6. Review the employee's salary information (to include the salary range of the employee's title).

7. Enter the new pay components and click calculate new total.

8. Enter applicable information pertaining to the pay increase in the Comments section.

9. Click the Submit button.

10. Once the submit button has been clicked the Approval path is displayed. The request will move through the system to the next approver.

Section 13

INSTRUCTIONS TO VIEW EMPLOYEE INFORMATION

1. Log in to CUNY FIRST.

2. In the Enterprise Menu click on HR/Campus Solutions.

3. Navigate to the following:

   - Manager Self Service

   - Job and Personal Information

   - View Employee Personal Information

4. On the View Employee Personal Information page enter the as of date and click the continue button.

5. Select the employee to be viewed and click the continue button. The supervisor will only be able to view those employees that report to them as of the date entered.

6. At this time, managers are only allowed access to the employee birthday and job summary links. Click on job summary to view the employee's job summary for all CUNY positions.

7. Each tab displays specific employee information. Click on show all columns (the icon next to the compensation tab) to display information from all tabs.

Section 14

CUNYfirst

Fully Integrated Resources & Services Tool
Serving our Students, Faculty & Staff

CUNYfirst for Supervisors

Quick Reference Guide

CUNYfirst

Serving our Students, Faculty & Staff

Table of Contents

Quick Reference Guide Introduction

In CUNYfirst, supervisors are able to view and work with their staff members' personal and job information. This includes viewing basic information, submitting and approving requests for employee transactions, delegating responsibilities, and the recruiting process.

The purpose of this document is to provide a step-by-step guide of certain processes that supervisors will perform within CUNYfirst. While this document defines those processes, CUNYfirst navigation, and the steps to complete the process, each of these topics are described in detail in the CUNYfirst for Supervisors User Guide. Also, this Quick Reference Guide only contains the processes that will have the most impact on CUNY supervisors. All supervisor processes are covered in the CUNYfirst for Supervisors User Guide.

Please note that while supervisors can submit and approve requests, there are steps within and outside of the CUNYfirst system that are performed by different departments in order for these requests to be completed. For more information on the overall process for each type of request, please refer to the CUNYfirst for Supervisors User Guide.

Topics Covered

- Recruiting for Supervisors
- The Quick Hire/Rehire Process
- Managing Delegations
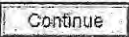
QR-1: Supervisors with Multiple Positions,

Step Summary

In some cases, a supervisor may hold more than one position. When a supervisor holds more than one position, an additional screen will appear before many of the components described in this course. The purpose of this additional screen is for the supervisor to choose which of their two (or more) positions they would like to use to complete a particular task.

To select a manager's specific position:

- Navigate to the request page.
- Select the supervisor's position.
- Continue onto the rest of the request process.

1.	Click the **Manager Self Service** link. Manager Self Service
2.	Click the **Job and Personal Information** link.
3.	Click the **View Employee Personal Info** link.
4.	The screen will appear if a supervisor has multiple positions. From here, the supervisor can select one of their positions. They will need to select whichever position their staff reports to.
5.	Click the **Continue** button. Continue

QR-2: Add Ad Hoc Approvers

Step Summary

In order to complete certain business processes or requests, approvals by some personnel are mandatory. A supervisor may want other parties to take part in the approval process in an individual instance. It is also possible that because of a particular campus policy approvers may need to be added. Inserting ad-hoc approvers allows members of the university to take part in the approval process.

To add an ad hoc approver:
- Navigate to the approval page.
- Click the Insert Approver button.
- Search for the approver to add.
- Click the Insert button.

In this scenario, the user will add Tammy Balmer as an ad hoc approver.

1.	Click the **Insert Approver** button. ⊞
2.	Click the **Look up** button. 🔍
3.	Click in the **Last Name** field.
4.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "BALMER".
5.	Click the **Search** button. [Search]
6.	Click the **Last Name** link.
7.	Click the **Insert** button. [Insert]

8.	Tammy Balmer has now been added as an Ad Hoc Approver.
	To remove the new approver, click the red minus button.

Employee Information

QR-3: View an Employee's Job Summary
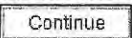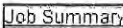
Step Summary
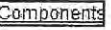
This is the process that describes the steps a supervisor may go through to review his/her employees' current and historical job data.

The **Job Summary** can be found by navigating to: *Manager Self Service > Job and Personal Information > View Employee Personal Info >> Job Summary link*

To view the custom job summary page:
- Navigate to the View Employee Personal Information page and select a specific employee.
- Click the Job Summary link.
- Review the job information.

1.	Click the **Manager Self Service** link. Manager Self Service
2.	Click the **Job and Personal Information** link.
3.	Click the **View Employee Personal Info** link.
4.	If the manager held multiple positions, their positions would be listed here.
5.	The As Of Date can be changed to view historical or future employee information. Typically we will leave this as today's date.
6.	Click the **Continue** button. Continue
7.	Click the **Select Employee** option. C
8.	Click the **Continue** button.
9.	Click the **Job Summary** link. Job Summary

10.	Click the **Job Classification** tab. [Job Classification]
11.	Click the **Job Information** tab. [Job Information]
12.	Click the **Work Location** tab. [Work Location]
13.	Click the **Salary Plan** tab. [Salary Plan]
14.	Click the **Compensation** tab. [Compensation]
15.	Click the **Components** link. [Components]
16.	Click the **Controls** tab. [Controls]
17.	Click the **Changes** tab. [Changes]
18.	Click the **Conversion** tab. [Conversion]
19.	Click the **OK** button. [OK]

20.	Click the **Return to Employee Information** link. Return to Employee Information

Recruiting

QR-4: Approve Job Opening
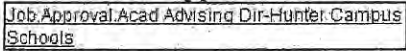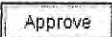
Step Summary

When establishing job openings, an approval process in which various parties are asked for their authorization is required before the recruitment process can begin. The Affirmative Action Officer (AAO), Department Head and College HR receive notifications to approve job openings.

The **Approve Job Opening** process can be found by navigating to: *Recruiting > Pending Approvals*

To Approve a Job Opening:

- The user will navigate to the pending approvals and select the job opening link that requires approval. They will then review the details of the job opening, clicking each link to review each individual section.
- If necessary, the user can add ad hoc approvers at this point. It is important to ensure that the appropriate Ad Hoc approvers are added to the approval chain for the job opening.

1.	Click the **Recruiting** link. ▷ Recruiting
2.	Click the **Pending Approvals** link.
3.	Click the **Job Approval** link. Job Approval:Acad Advising Dir-Hunter Campus Schools
4.	Click the **Approvals** link. Approvals
5.	Click the **Approve** button. Approve

QR-5: View Applicant Data

Step Summary
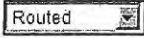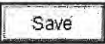
Applicant data consists of items such as applications, resumes and screening criteria for any individual that is applying to any position, across the university. Each applicant is assigned a unique number that will identify them through the application process, the interview process and pre-hiring process. Individuals, such as Hiring Managers or Search Committee Members, may use this process in their hiring efforts to view information from those individuals who have responded to a job opening.

The **View Applicant Data** page can be found by navigating to: *Recruiting > Find Applicants*

To View the Applicant Data:
- Navigate to the Find Applicants page.
- Search for and select the Applicant to be viewed.
- View Applicant Data.

1.	Click the **Recruiting** link.
2.	Click the **Find Applicants** link.
3.	Click in the **First Name** field.
4.	Enter the desired information into the **First Name** field. Enter a valid value e.g. "**John**".
5.	Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "**Williams**".
7.	Click the **Find Applicants** button.
8.	Click the **Applicant** link. John Williams

8.	Click the **Response** list. Routed
9.	Click the **Invite** list item. Invite
10.	Click the **Save** button. Save

QR-7: Schedule Interviews
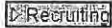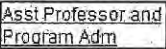
Step Summary
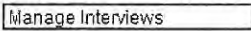
The Search Chair, along with the Search Committee, has already determined the applicants to be invited to interview. The schedule for the interviews is the next part of the process. The Search Committee Chair or College HR must schedule the date for the interview. They notify applicants, committee members, or interviewers of the schedule.
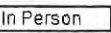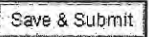
The **Schedule Interviews** process can be completed by navigating to: *Recruiting > Find Job Opening*

To schedule interviews:

* Search for and select the Job Opening. If the user is scheduling an interview for one applicant, select Manage Interview in the Take Action drop down for applicant that will be invited to the interview.
* Review the dispositions of the applicants, enter the interview schedule for all applicants and generate letters for the applicants. Review the letter to determine if changes need to be made and save to the computer for each applicant.
* Click the Upload Letter link, search and select the letter and upload
* Click the Email Applicant link.
* Enter the text into the fields and send the email to the applicant.

1.	Click the **Recruiting** link. `Recruiting`
2.	Click the **Find Job Openings** link.
3.	Click in the **Job Opening ID** field.
4.	Enter the desired information into the **Job Opening ID** field. Enter a valid value e.g. "10675".
5.	Click the **Search** button.
6.	Click the **Job Opening** link. `Asst Professor and Program Adm`
7.	Click the **Take Action** list. `Select Action...`

8.	Click the **Manage Interviews** list item. Manage Interviews
9.	Click the **Notify Interview Team** option. ☐
10.	Click the **Notify Applicant** option. ☐
11.	Click the **Letter** list.
12.	Click the **Letter** list item. HRS_INT_LETTER_IS1
13.	Click in the **Date Printed** field.
14.	Enter the desired information into the **Date Printed** field. Enter a valid value e.g. "08/04/2009".
15.	Click the **Choose a date (Alt+5)** button.
16.	Click the **Date** link. 17
17.	Click in the **Start Time** field.
18.	Enter the desired information into the **Start Time** field. Enter a valid value e.g. "10:00am".

19.	Click in the **End Time** field.
20.	Enter the desired information into the **End Time** field. Enter a valid value e.g. "12:00pm".
21.	Click in the **Time Zone** field.
22.	Enter the desired information into the **Time Zone** field. Enter a valid value e.g. "EST".
23.	Click the **Interview Type** list.
24.	Click the **Interview Type** list item. In Person
25.	Click the **Save & Submit** button. Save & Submit

QR-8: Review Interview Schedule and Applicant Information
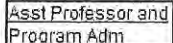
Step Summary

Once the interview date has been established by the Search Committee Chair or College HR, the rest of the Search Committee must be made aware of the interview schedule. Additionally, after notification is received, committee members or interviewers will access CUNYfirst to review interview schedule and candidate information in preparation for the interview.

The **Review Interview Schedule and Applicant Information** process can be found by navigating to: *Recruiting > Find Job Openings*

To Review Interview Schedule and Applicant Information:
- Navigate to the Find Job Openings page and search for or enter the Job Opening ID
- Review the Job Opening page and click on the "Interview Schedule" link to view the Interview Schedule page and review the Interview schedule
- Return to previous page and click on the applicable applicant name link
- Click on the "Contact Notes" link and review information on this page.
- Click the "Applicant Data" link and review the information on the page.
- Click on the "View Application" link and review information

1.	Click the **Recruiting** link. ▷ Recruiting
2.	Click the **Find Job Openings** link.
3.	Click in the **Job Opening ID** field.
4.	Enter the desired information into the **Job Opening ID** field. Enter a valid value e.g. "10675".
5.	Click the **Search** button.
6.	Click the **Job Opening** link. Asst Professor and Program Adm
7.	Click the **Interview Schedule** link. Interview Schedule
8.	This page will list all interviews that have been scheduled for the job opening.

9.	Click the **Return to Previous Page** link. Return to Previous Page

QR-9: Evaluate Applicants and Make Recommendation

Step Summary
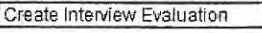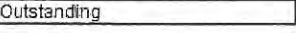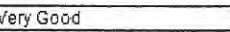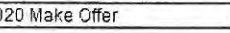
Once the interview date has been established by the Search Committee Chair or College HR, the rest of the Search Committee must be made aware of the interview schedule. Additionally, after notification is received, committee members or interviewers will access CUNYfirst to review interview schedule and candidate information in preparation for the interview.

The **Evaluate Applicants and Make Recommendation** process can be found by navigating to: *Recruiting > Find Applicants*

To evaluate applicants and make recommendations:
- Navigate to the Find Job Openings page and search and select the Job Opening that has the applicants that we will be evaluating
- On the row of the applicant who has been interviewed, click the "Take Action" dropdown menu and select "Interview Evaluation". Validate the values in the "Interview Rating: dropdown.
- Provide scores for each of the evaluation areas and add comments as necessary
- Input an overall rating, recommendations and general comments
- Click the "Submit Evaluation" button. The Manage Applicant page displays. The newly entered evaluation, with points, is visible under the Interview Evaluations group box.

1.	Click the **Recruiting** link. ▷ Recruiting
2.	Click the **Find Applicants** link.
3.	Click in the **First Name** field.
4.	Enter the desired information into the **First Name** field. Enter a valid value e.g. "John".
5.	Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "Williams".
7.	Click the **Find Applicants** button.

8.	Click the **Take Action** list. Select Action... ▼
9.	Click the **Create Interview Evaluation** list item. Create Interview Evaluation
10.	Click the **Interview Rating** list. ▼
11.	Click the **Interview Rating** list item. Outstanding
12.	Click the **Overall Rating** list. ▼
13.	Click the **Overall Rating** list item. Very Good
14.	Click the **Recommendation** list. ▼
15.	Click the **Recommendation** list item. 020 Make Offer
16.	Click the **Submit Evaluation** button.

QR-10: Route Applicant to Others for Feedback
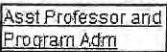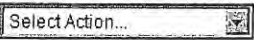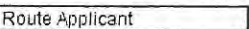
Step Summary
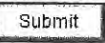
When an applicant is being screened for a specific job or opening, supervisors may route the applicant's information to others in order to gain further opinion. The Route feature is used in this way to move the information to members of the Search Committee. Routing the applicant sends an email notification to the specified person. Unlike forwarding an applicant for review, routing the applicant will change the disposition.

The **Route Applicant to Others for Feedback** process can be completed by navigating to:
Recruiting > Find Applicants

To Route Applicant to Others for Feedback:
- Navigate to Find Applicants page and Search
- Select "Route Applicant" from the Take Action menu
- Enter information into the page and Send

1.	Click the **Recruiting** link. Recruiting
2.	Click the **Find Job Openings** link.
3.	Click in the **Job Opening ID** field.
4.	Enter the desired information into the **Job Opening ID** field. Enter a valid value e.g. "10675".
5.	Click the **Search** button.
6.	Click the **Job Opening** link. Asst Professor and Program Adm
7.	Click the **Take Action** list. Select Action...
8.	Click the **Route Applicant** list item. Route Applicant

9.	Click the **Look up Route To ID (Alt+5)** button.
10.	Click in the **Name** field.
11.	Enter the desired information into the **Name** field. Enter a valid value e.g. "Angela Lloyd".
12.	Click the **Look Up** button. Look Up
13.	Click the **Name** link. Angela Lloyd
14.	Click in the **Response Due** field.
15.	Enter the desired information into the **Response Due** field. Enter a valid value e.g. "08/11/2009".
16.	Click the **Submit** button. Submit

QR-11: Forward Applicants to Others for Review

Step Summary

Applicants may be forwarded to one or more persons to enable those persons to review the applicant. Forwarding is a similar process to Routing, but this is done on an ad-hoc basis. For example, if a Search Committee has offered a job to an applicant, and there was another qualified applicant in the pool, a second qualified applicant may be sent to a supervisor who might be looking to fill a similar position. When forwarding an applicant, the recipients that are selected receive a notification that includes any text entered and a link to the applicant's record.

The **Forward Applicants to Others to Review** process can be completed by navigating to: *Recruiting > Find Applicants*

To Forward Applicants to Others for Review:
- The user will enter search criteria to narrow the search and click Find Applicants.
- Select Forward Applicant from the Take Action dropdown menu next to the applicant.
- The user will need to fill in recipient information and message, preview message and send.

1.	Click the **Recruiting** link. [Recruiting]
2.	Click the **Find Applicants** link.
3.	Click in the **First Name** field. [ ]
4.	Enter the desired information into the **First Name** field. Enter a valid value e.g. "**John**".
5.	Click in the **Last Name** field. [ ]
6.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "**Williams**".
7.	Click the **Find Applicants** button.
8.	Click the **Take Action** list. [Select Action...]

9.	Click the **Forward Applicant** list item. Forward Applicant
10.	Click the **Find** link. Find
11.	Click in the **Name** field.
12.	Enter the desired information into the **Name** field. Enter a valid value e.g. "**Gertrude Hughes**".
13.	Click the **Search** button. Search
14.	Click the **Employee** option.
15.	Click the **Add Selected** button. Add Selected
16.	Click in the **Subject** field.
17.	Enter the desired information into the **Subject** field. Enter a valid value e.g. "**Applicant to Review**".
18.	Click in the **Message** field.
19.	Enter the desired information into the **Message** field. Enter a valid value e.g. "**Can you please review this resume and provide feedback?**".
20.	Click the **Preview** button. Preview

21.	Click the **Return** button. Return
22.	Click the **Send** button. Send

QR-12: Correspond with Applicant

Step Summary
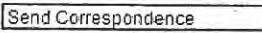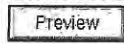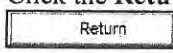
Search Committee Chairpersons, and Recruiters, correspond with applicants via email or letter throughout the recruiting process. Candidates who are not selected will be sent email notifications. Candidates who are interviewed but unsuccessful may receive a notification in writing or an email message.

The **Correspond with Applicant** process can be found by navigating to: *Recruiting > Find Applicants*

To Correspond with Applicant:

- The user will enter Search Criteria to narrow the search and click the Find Applicants button.
- Select Send Correspondence under the Take Action drop down menu for the applicable applicant record.
- Accept the default values under the Recipient Information group box.
- Accept the default value under the Sender Information group box. Under the message group box, accept the default Access value of Public.
- Click the Preview button and the letter previews in the Message group box and is not editable. If the users have an attachment to include in the correspondence, click the Add Attachment link.
- Click the browse button to locate the file to attach in the correspondence and upload the file.
- Click the Send button.
- Email notifications will be sent to rejected applicants. Candidates who are interviewed but unsuccessful may receive either a letter in writing or an email message.

1.	Click the **Recruiting** link. Recruiting
2.	Click the **Find Applicants** link.
3.	Click in the **First Name** field.
4.	Enter the desired information into the **First Name** field. Enter a valid value e.g. "John".
5.	Click in the **Last Name** field.
6.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "Williams".

7.	Click the **Find Applicants** button.
8.	Click the **Take Action** list. Select Action...
9.	Click the **Send Correspondence** list item. Send Correspondence
10.	Click in the **Subject** field.
11.	Enter the desired information into the **Subject** field. Enter a valid value e.g. "Interview Follow-Up Question".
12.	Click in the **Message** field.
13.	Enter the desired information into the **Message** field. Enter a valid value e.g. "**Can you please provide the contact information for your professional reference?**".
14.	Click the **Preview** button. Preview
15.	Click the **Return** button. Return
16.	Click the **Send** button. Send

QR-13: Approve Job Offer
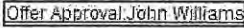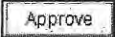
Step Summary

When a job offer is submitted, the CUNYfirst automatically checks whether approval is required for that job opening type. Offers that require approval are routed to the first approver in the chain of approval.

The **Approve Job Offer** process can be found by navigating to: *Recruiting > Pending Approvals*

To Approve a Job Offer:
- Navigate to the Pending Approvals page.
- Click on the Job Offer link that requires approval and review the details.

1.	Click the **Recruiting** link. [Recruiting]
2.	Click the **Pending Approvals** link.
3.	Click the **Offer Approval** link. [Offer Approval John Williams]
4.	Click the **Approve** button. [Approve]

The Quick Hire/Rehire Process

QR-14: Request a Quick Hire / Rehire
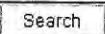
Step Summary

In some cases, a person may be hired or rehired without their application having passed through Talent Acquisition Management. The Hiring Manager must submit a request to College HR in order to have the new hire entered into CUNYfirst. HR enters the new hire's personal and job-related data into CUNYfirst.

The **Quick Hire Request** page can be found by navigating to: *Manager Self Service > Job and Personal Information > Quick Hire Request*

To request a quick hire / rehire:
- Navigate to the Quick Hire Request page.
- Select the job title.
- Select the effective date and position number of the request.
- Input the employee information and submit the request for approval.

1.	Click the **Manager Self Service** link. [X Manager Self Service]
2.	Click the **Job and Personal Information** link.
3.	Click the **Quick Hire Request** link.
4.	Click the **PromptDisplay** button. [Q]
5.	Click in the **Position Number** field. [ ]
6.	Enter the desired information into the **Position Number** field. Enter a valid value e.g. "00135304".
7.	Click the **Search** button. [Search]
8.	Click the **Position** link.

9.	Click in the **First Name** field.
10.	Enter the desired information into the **First Name** field. Enter a valid value e.g. "James".
11.	Click in the **Last Name** field.
12.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "Johnson".
13.	Click in the **SSN** field.
14.	Enter the desired information into the **SSN** field. Enter a valid value e.g. "150-76-6934".
15.	Click in the **Home Address** field.
16.	Enter the desired information into the **Home Address** field. Enter a valid value e.g. "555 W 57th Street".
17.	Click in the **Home Address 2** field.
18.	Enter the desired information into the **Home Address 2** field. Enter a valid value e.g. "Apt 10A".
19.	Click in the **City** field.
20.	Enter the desired information into the **City** field. Enter a valid value e.g. "New York".

21.	Click in the **State** field.
22.	Enter the desired information into the **State** field. Enter a valid value e.g. "**NY**".
23.	Click in the **Postal Code** field.
24.	Enter the desired information into the **Postal Code** field. Enter a valid value e.g. "**10019**".
25.	Click in the **Work Phone** field.
26.	Enter the desired information into the **Work Phone** field. Enter a valid value e.g. "**212-555-1234**".
27.	Click in the **Step** field.
28.	Enter the desired information into the **Step** field. Enter a valid value e.g. "**1**".
29.	Click the **Submit** button.

Delegations

QR-15: Create a Delegation Request
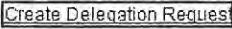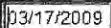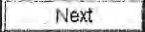
Step Summary

Delegation is when a person authorizes another to serve as his or her representative for a particular task of responsibility. With the Delegation feature, users can authorize other users to perform managerial tasks on their behalf by delegating authority to initiate or approve managerial transactions. Supervisors may delegate to a responsible, trained staff member.

The **Manage Delegation** page can be found by navigating to: *Self Service > Manage Delegation*

To delegate responsibilities:

- Navigate to the Manage Delegation page.
- The supervisor can create a delegation request.

1.	Click the **Self Service** link. [Self Service]
2.	Click the **Manage Delegation** link.
3.	Click the **Create Delegation Request** link. [Create Delegation Request]
4.	Click in the **From Date** field. [03/17/2009]
5.	Enter the desired information into the **From Date** field. Enter a valid value e.g. "04/01/2009".
6.	Click in the **To Date** field. [ ]
7.	Enter the desired information into the **To Date** field. Enter a valid value e.g. "05/01/2009".
8.	Click the **Next** button. [Next]

9.	Click the **Transactions** option(s).
10.	Click the **Next** button.
11.	Click the **Employee** option.
12.	Click the **Next** button.
13.	Click the **Notify Delegator** option.
14.	Click the **Submit** button.
15.	Click the **OK** button.

QR-16: Approve a Delegation Request
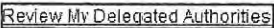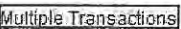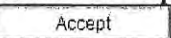
Step Summary

Once a delegation request is received, the user may review the responsibilities associated with the request. At this time, the person may approve or deny the request to become a proxy, and take over the responsibilities for he indicated amount of time.

The **Manage Delegation** page can be found by navigating to: *Self Service > Manage Delegation*

To delegate responsibilities:
- Navigate to the Manage Delegation page.
- The proxy can approve or deny the delegation request.

1.	Click the **Self Service** link. `▷ Self Service`
2.	Click the **Manage Delegation** link.
3.	Click the **Review My Delegated Authorities** link. `Review My Delegated Authorities`
4.	Click the **Transactions** link. `Multiple Transactions`
5.	Click the **Return** button. `Return`
6.	Click the **Transactions** option. `☐`
7.	Click the **Accept** button. `Accept`
8.	Click the **OK** button. `OK`

QR-17: Revoke a Delegation Request
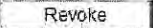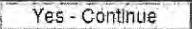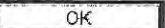
Step Summary

After a delegation request has been accepted by a proxy, the decision to delegate may be revoked. This may occur, for example, when a scheduled leave is cut short or for any number of new circumstances that may arise. In order to cancel the delegation, the supervisor must revoke their request to delegate.

The **Manage Delegation** page can be found by navigating to: *Self Service > Manage Delegation*

To delegate responsibilities:
- Navigate to the Manage Delegation page.
- Manager revokes the delegation request.

1.	Click the **Self Service** link. `▷ Self Service`
2.	Click the **Manage Delegation** link.
3.	Click the **Review My Proxies** link. `Review My Proxies`
4.	Click the **Transaction** option(s). `☐`
5.	Click the **Revoke** button. `Revoke`
6.	Click the **Yes - Continue** button. `Yes - Continue`
7.	Click the **OK** button. `OK`

Separation and Retirement

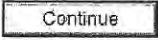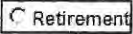## QR-18: Request Employee Separation/Retirement

Step Summary

While staff may submit their own separation or retirement notice using the Employee Self Service component of CUNYfirst, there may be circumstances where a supervisor would initiate the transaction for a staff member. If a staff member does not submit their own separation or retirement notice, supervisors may communicate with College HR by initiating a request. This process may also be used by supervisors when the separation is not voluntary.

The **Employee Separation Request** can be found by navigating to: *Manager Self Service > Job and Personal Information > Employee Separation Request*

To delegate responsibilities:

- Navigate to the Employee Separation Request page and select the effective date of the separation as well as your job title.
- Select the employee for the separation or retirement.
- Select the type of separation and submit the request for approval.

1.	Navigate to: *Manager Self Service > Job and Personal Information > Employee Separation Request* Click the **Manager Self Service** link. [☑ Manager Self Service]
2.	Click the **Job and Personal Information** link.
3.	Click the **Employee Separation Request** link.
4.	The As Of Date can be changed to the date in which the employee is separating or retiring from CUNY. For this scenario we will not change the date. This is an information only screen, no action is required.
5.	If the manager held multiple positions, their positions would be listed here. This is an information only step, no action is required.

6.	Click the **Continue** button. Continue
7.	On the Initiate Employee Separation Request page you can see that there is information and basic instructions under the Instructions header. In CUNYfirst, if you are unable to see this information simply click the small arrow to the left of the word "Instructions" to view this information. This is an information only step, no action is required.
8.	Next we will select June Abel, the employee that we are creating this retirement request on behalf of. Click the **Select Employee** option. C
9.	Once June is selected we will click the Continue button to continue to the Request page. Click the **Continue** button. Continue
10.	Click the **Retirement** option. C Retirement
11.	Please note that the **Last day of work** field has defaulted in the same as the As of Date that we saw on a previous screen. We will be leaving it as the same date. This is an information only step, no action is required.
12.	Click in the **Comments\Reason for separation** field.
13.	Enter the desired information into the **Comments\Reason for separation** field. Enter a valid value e.g. "June has decided to retire after 22 years of service at CUNY.".

14.	Click the **Submit** button. .
	Submit

15.	Once the submit button has been clicked the Approval path is displayed. Since Sam Flynn created this request on behalf of June, it will move through the system to the next approver. The system calls this next employee the Separation Administrator. This could be an individual that sits in College HR.
	This is an information only step, no action is required.

QR-19: View Status for Separation/Retirement Requests
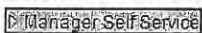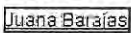
Step Summary

Supervisors may wish to view employee separation or retirement requests. CUNYfirst stores a record of each request. These can be viewed during the process of requesting or when information needs to be verified.

The **Employee Separation Request** can be found by navigating to: *Manager Self Service > Job and Personal Information > View Separation/Retirement*

To delegate responsibilities:
- Navigate to the Employee Separation Request component.
- View the list of Separations and Retirements and click on the name of the employee you need to view
- Review the Request.

1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Job and Personal Information** link.
3.	Click the **View Separation/Retirement** link.
4.	Click the **Employee** link. Juana Barajas

QR-20: Approval for Separation/Retirement Requests

Step Summary

After a staff member submits a request to separate or retire from the University, an email notice is sent to their supervisor. This email notice contains information relating to the request including the name of the staff member, the Employee ID and the separation date entered by the staff member. The supervisor can negotiate with the staff member, if appropriate, to alter the separation date or negotiate a counter offer.

If a staff member decides not to resign from their position, and the supervisor agrees, the supervisor can deny the request to separate or retire. If denied, a notification will be sent to the staff member stating the request was declined. The supervisor may update the separation date and add a comment as to why this date has changed or what conversations occurred with the staff member. The supervisor will not have the ability to modify the comments submitted by the staff member.

If the request is approved, College HR will continue with the steps necessary for the separation or retirement of a staff member.

The **Approve Employee Separation** can be found by navigating to: *Manager Self Service > Job and Personal Information > Approve Employee Separation*

To delegate responsibilities:
- Navigate to the Approve Employee Separation page (through menu navigation or the worklist).
- Select the employee separation.
- Approve or Deny the separation request.

1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Job and Personal Information** link.
3.	Click the **Approve Employee Separation** link.
4.	Click the **Employee** link. June Abel

5.	Click in the **Comment** field.
6.	Enter the desired information into the **Comment** field. Enter a valid value e.g. "**Fully approved.**".
7.	Click in the **EMail Text** field.
8.	Enter the desired information into the **EMail Text** field. Enter a valid value e.g. "**Congratulations on your retirement.**".
9.	Click the **Approve** button. Approve
10.	Click the **OK** button. OK